

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



Corporate Performance Panel

Agenda

**Monday, 11th September, 2023
at 4.30 pm**

in the

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

Available to view on You Tube:

<https://www.youtube.com/user/WestNorfolkBC>

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1 September 2023

Dear Member

Corporate Performance Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 11th September, 2023 at 4.30 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. Apologies

2. Minutes (Pages 4 - 20)

To approve the minutes from the Corporate Performance Panel held on 24 July 2023.

3. Declarations of Interest (Page 21)

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.

4. 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.

5. 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.

6. Chair's Correspondence (if any)

Chair to update Panel on the Hunstanton Sailing Club representative.

7. Call-in (if any)

8. Cabinet Report: Members Allowances Scheme (Pages 22 - 27)

9. Portfolio Holder Question and Answer Session

The Panel are invited to submit questions in advance of the meeting.

10. Shareholder Committee Forward Work Plan (Pages 28 - 30)

11. Cabinet Forward Decisions List (Pages 31 - 35)

12. Panel Work Programme 2023/2024 (Pages 36 - 46)

To note the Committee's Work Programme.

13. Date of Next Meeting

To note that the date of the next meeting of the Corporate Performance Panel will take place on 16 October 2023 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Corporate Performance Panel: Councillors R Blunt, S Dark (Chair), P Devulapalli, A Dickinson, B Jones, A Lawrence, S Lintern, B Long, S Nash, J Osborne, C Rose and D Sayers

Portfolio Holder:

Councillor T Parish, Leader

Officers:

Alexa Baker, Monitoring Officer

Becky Box, Assistant Director – Central Services/Management Team Representative

Lorraine Gore, 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, 24th July, 2023 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor S Dark (Chair)
Councillors R Blunt, P Devulapalli, A Dickinson, B Jones, S Lintern, B Long, S Nash (Zoom), J Osborne (Vice-Chair), C Rose and D Sayers

Portfolio Holders:

Councillor B Anota, Property and Corporate Services
Councillor C Morley, Finance
Councillor S Squire, Environment and Coastal
Councillor T Parish, Leader
Councillor M de Whalley, Climate Change and Biodiversity

Under Standing Order 34:

Councillor P Beal
Councillor R Colwell
Councillor C Joyce (Zoom)

By Invitation:

Ruth Royale, Norfolk County Council (Zoom)

Officers:

James Arrandale, Deputy Monitoring Officer
Becky Box, Assistant Director, Central Services
Martin Chisholm, Assistant Director, Operations and Commercial
Matthew Henry, Assistant Director, Property and Projects
Joanne Stanton, Revenues and Benefits Manager
Wendy Vincent, Democratic Services Officer

CP19 **APOLOGIES**

Apologies for absence were received from Councillor J Moriarty, Alexa Baker – Monitoring Officer and Jemma Curtis – Regenerations Programmes Manager.

CP20 **MINUTES**

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The minutes of the meeting held on 21 June 2023 were agreed as a correct record and signed by the Chair, subject to Councillor Morley being added to the list of attendees.

CP21 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CP22 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

CP23 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor P Beal for CP29 – Update on Hunstanton Promenade Waste Water.

Councillor R Colwell for CP28– Bathing Water Quality at Heacham and Hunstanton.

Councillor C Joyce – All items.

CP24 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

CP25 **CALL-IN (IF ANY)**

There were no call-ins.

CP26 **BOOST PROJECT UPDATE**

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Ruth Royale, Norfolk County Council gave a presentation (copy attached to the Agenda) and responded to questions and comments in relation to:

- Skills and need to address the issues.
- Work with partners.
- Specific skills training for those not currently in employment.
- Potential to roll out the project to a wider area.
- Future funding streams to continue the project.
- NEET not fitting current criteria – it was confirmed a list was now available.
- Borough Council worked closely with the project and offered opportunities where applicable.
- Long term impact of the project.

The Panel was invited to invited to provide feedback to Ruth on potential organisations the project could contact and engage with.

The data setting out the breakdown of the 3 cohorts to be circulated to the Panel.

A list of the partners working with the project to be circulated to the Panel.

The Chair thanked Ruth for the informative and interesting presentation.

RESOLVED: That the content of the presentation be noted.

CP27 **JANUARY 2022 TO DECEMBER 2022 REPORT ON USE, OR NON-USE RIPA POWERS**

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The Assistant Director, Operational and Commercial Services presented the report and explained that the Council was governed by the Regulation of Investigatory Powers Act, Human Rights Act, Protection of Freedom Act, Data Protection Act/GDPR, and Investigatory Powers Act in respect of surveillance and other related activities.

The Panel was informed that the Council was inspected on these matters (usually every 3 years) by the Investigatory Powers Commissioner's Office (IPCO). IPCO was required by law to gather statistical data from all public authorities on their use of Investigatory Powers available to them under the relevant legislation, including:

- Investigatory Powers Act 2016 (IPA).
- Regulation of Investigatory Powers Act 2000 (RIPA).
- Regulation of Investigatory Powers (Scotland) Act 2000 (RPSA); and
- Police Act 1966 (PA).

The Assistant Director, Operational and Commercial Services explained that attached to the report was the annual statistics return reported to IPCO for the period 1 January 2022 to 31 December 2022. It was highlighted that there were no reports in 2022.

The Chair thanked the Assistant Director for the annual report.

RESOLVED: The Panel noted the update on the recorded use of RIPA powers for the period 1 January 2022 to 31 December 2022 as reported to IPCO.

CP28 **BATHING WATER QUALITY AT HEACHAM AND HUNSTANTON POSITION STATEMENT**

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The Assistant Director, Operations and Commercial Services explained that Panel had asked for an agenda item seeking a position statement on the current Bathing Water Classifications for the beaches in West Norfolk, and an update on the actions that had been taken by members/officers specifically around the 'Poor' classification of the beach at Heacham and the resultant guidance to visitors that bathing was not advised.

Members were informed that the bathing season ran from May to September, whilst the formal classification would not be known until the spring when all of the seasonal sampling will have been completed allowing Members the opportunity to review the bacteriological results for the 2023 season in comparison to those taken in previous years. It was highlighted that water quality was regularly checked during the season.

It was noted that the beaches at Heacham, Hunstanton Main and Old Hunstanton were designated bathing breaches within West Norfolk, they were 3 of 424 designated bathing waters:

The Panel was informed that the pollution risk forecasts did not include notifications of storm overflow operations as a method to consistently assess the impact of spills to bathing waters had not yet been developed. Water companies each had their own system to inform bathers when their storm overflows operated, which provided additional information on water quality for the public.

The Assistant Director, Operations and Commercial Services advised that in West Norfolk, the daily Pollution Risk Forecast was received by the Resort Operations Team and the Borough's CCTV Control Room. Should an 'advice against bathing' be issued for that day the duty CCTV Operator would trigger an update of the electronic signs at Heacham (North and South Beaches) and in Hunstanton (on The Green and by the Beach Patrol Station on the promenade).

The Chair invited Councillor Squire, Portfolio Holder for Environment to address the Panel. The Portfolio Holder advised that she had attending a recent tour of the treatment works at Heacham. Work had been ongoing over a number of years with the Environment Agency, Anglian Water and other partners including the Borough Council. The Portfolio Holder explained that she was a member of the LGA Water Quality Group and added that she was pleased with the water quality and welcomed the continuation of work.

The Leader, Councillor Parish provided an overview of the two Ward Councillors involvement over the past 7 years and that recently the Environment Agency had additional funding to carry out further testing to move towards identifying the problem.

Under Standing Order 34, Councillor Colwell address the Panel and informed those present that he had also participated in the recent tour to Heacham Treatment Works. Reference was made to the AWA Management would be available in 2025 and added that he hoped West Norfolk would be allocated sufficient funding to look at the coastline and make improvements. Councillor Colwell also stated that it was not acceptable for the bathing water quality not to be a standard for swimmers during the summer holidays. Councillor Colwell outlined his concerns regarding the bathing water quality and stated he was pleased that additional funding had been made available for the Environment Agency to undertake further testing.

The Assistant Director responded to comments by Councillor Colwell in relation to the notification (daily updates) on the standards of bathing water, the information being received by the CCTV control room and the signs on the beaches being updated.

Councillor Long commented that the issue had been looked at over a number of years and there was no definite answer on what the cause was.

The Chair, Councillor Dark advised the Panel of the joint working between Councillor Parish and himself over the years. It was noted that there was a handful of beaches in the country that were experiencing the same issues as the Council.

RESOLVED: 1) That the report was noted and the work of members/officers over many years was acknowledged.

2) That officers from the Environment Agency (EA) and Anglian Water (AWA) be invited to attend the Panel's meeting in November.

CP29 **UPDATE ON HUNSTANTON PROMENADE WASTE WATER**

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This item was taken first on the Agenda.

In presenting the report, the Assistant Director, Property and Projects explained that a joint report between the Waste Recycling Manager and the Assistant Director Property and Projects was submitted to the Corporate Performance Panel (CPP) at its meeting on 8 November 2021. The report, Waste Issues Hunstanton Promenade, outlined general waste issues in Hunstanton and how the Council dealt with those issues operationally.

The Panel was informed that a number of updates had been provided to CPP in respect of the kiosk tenants and their approaches to dealing with their waste. It was noted that at CPP on 27 February 2023 a further query was raised about the tenants' waste collection contractors

holding the appropriate Waste Management licences and that the proper waste documentation was being provided during the waste collection process.

The Assistant Director, Property and Projects advised that further contact had been made with the Council's kiosk tenants and subsequently further background investigations had been undertaken in respect of the rules and regulations relating to Trade Waste and wastewater disposal from commercial premises, including discussions with the Borough Council's Environmental Health Manager (Commercial) and the Waste and Recycling Manager.

Members were informed that the attached report detailed the information gathered from each kiosk holder in respect of how they disposed of their waste and identified the outstanding issues. It was noted that the current lease arrangements made it clear that the tenants had a duty of care to ensure that waste was disposed of responsibly.

The Panel's attention was drawn to the key issues set out in the report.

The Assistant Director, Property and Projects outlined the steps as set out in Section 4 of the report.

Under Standing Order 34, Councillor Beal addressed the Panel and thanked the Assistant Director, Property and Projects for the report which had been an ongoing issue over the past 4 years.

In response to questions from Councillor Beal on the weekly cleaning of the ice cream machines based in the kiosks, the Assistant Director explained that the information was set out on pages 163 and 164 of the Agenda. It had been confirmed that the waste water from the ice cream machines had no effect on the water quality.

The Portfolio Holder for Property and Corporate Services addressed the Panel and informed Members that he had undertaken a site visit recently and could see where the concerns were. Councillor Anota outlined the work being undertaken by the Property Services Team.

Councillor Long commented that all businesses required a waste trade notice to move waste. Councillor Long welcomed the work being undertaken by the service areas within the Council. In response, the Assistant Director explained that there was further work to be done with the tenants.

The Chair thanked the Assistant Director for the report and the work which would be ongoing.

It was agreed by the Panel that this item could now be removed from the work plan.

RESOLVED: The Property and Projects Team will work with the Council's Environmental Health and Waste and Recycling Teams to ensure that Trade Waste and wastewater created by the Council's commercial kiosk tenants were dealt with in the most appropriate way possible.

CP30 **CORPORATE PERFORMANCE PANEL NOMINATION TO HUNSTANTON SAILING CLUB**

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The Chair, Councillor Dark informed the Panel that a letter had been sent to Hunstanton Sailing Club but no response had been received and therefore it was proposed to defer the item to the next meeting which was agreed by the Panel.

RESOLVED: That the item be deferred to the next meeting.

CP31 **CABINET REPORT: DRAFT COUNCIL TAX SCHEME FOR 2024/2025**

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In presenting the report, the Revenues and Benefits Manager explained that the Council operated a scheme to help working age people on low incomes with the cost of their council tax by reducing their council tax bill. This was known as the Council Tax Support (CTS) scheme. It was explained that there was a national set of regulations for a CTS scheme for customers who had reached pension age, but the Council were free to decide the rules for its own CTS schemes for working age people in the area, taking into account some government requirements. The Panel was advised that the report only referred to the Borough Council's CTS Scheme for working age people.

Members were advised that the Council must review and agree its CTS scheme for its working age residents for each financial year and there was a process to follow when deciding its CTS scheme. It was noted that the Council must first consult with Norfolk County Council and the Police and Crime Commissioner for Norfolk as they are affected by the Council's scheme. The Revenues and Benefits Manager explained that Cabinet must then decide on a set of draft rules for the Council's working age CTS scheme which were then open for public consultation for six weeks. Once the consultation closed the Council must review the responses and full Council must agree a final CTS scheme by March 2024, taking into account any comments made as part of the consultation. Reports were then taken to the Corporate Performance Panel and to Cabinet as appropriate as part of the process.

The options for the proposed draft CTS scheme for working age people for 2024/2025 were detailed in section 2.

The Chair invited the Portfolio Holder, Finance to address the Panel.

Councillor Morley commented that at least for the last 2 years Councillors had been trying to persuade the Council to give 100% support to those who needed it. This was time for the Administration to deliver the support. Councillor Morley supported the report and the Council moving towards 100% support and would welcome the endorsement from the majority of Members of Corporate Performance Panel.

Councillor Long added that it was not a surprise that the new Administration was coming forward with a 100% Council Tax Support Scheme as it had been said over a number of years they wanted to see a 100% scheme. His opinion had not changed and he still believed that everybody should pay their share of local services and delivery to offer a scheme where anybody over national pension age who would qualify and other protected groups had been 100% protected. Councillor Long commented that it was the other groups that didn't fit into the criteria where there had been an increase over the past 75% up to 84% received a 16% council tax bill and that in his opinion was fair and equitable. In conclusion, Councillor Long outlined the burden of a 100% Council Tax Support Scheme.

Councillor Jones commented that he was pleased to see the 100% Council Tax Support Scheme.

The Chair reminded the Panel that there were four options available as set out in section 2 of the report.

Councillor Dickinson asked questions in relation to supporting data and added that looking at report there appeared to be 6 or so variables but the Panel was only being presented with 4 options and felt that the options could be expanded a little and in particular, would be interested in seeing what the national levels would be whilst still retaining the 84% support as an example.

Councillor Dickinson referred to 2.1, Page 236, Option 1, 3rd bullet point:

“There is a growing trend across England for local authorities to make their CTS schemes more generous in response to the cost of living crisis. In 2023/2024 29 authorities increased their level of support, and around a third of CTS schemes now cover up to 100% of a household's council tax bill.”

and asked what the context of up to is it 100% or approaching 100%. In addition, Councillor Dickinson added that assuming a third were given 100%, what were the remaining two thirds doing. In Councillor's Dickinson opinion this was significant and thought that the Council should look at itself in conjunction with other local authorities because

there were approximately 275 billing authorities in the country and two thirds was 180 and would therefore like to ask for data, for example how many of those offered between 75% and 84% and 84% and 99% support. In conclusion, Councillor Dickinson commented that there were likely potential statistics that the Council would wish to compare itself with prior to making a decision and once a decision had been made to operate a 100% CTS scheme it would be difficult to withdraw from in the future.

In response, the Revenues and Benefits Manager explained that it was difficult to expand in detail on every single option but added that the report tried to capture the variables where these are different to the national scheme and pension scheme. The Revenues and Benefits Manager gave an example of the capital limit where it was difficult to establish what the impact would be as the Council had a lower limit than the national scheme and we would not know how many people would benefit if the limit was increased. In response to the question about up to 100% support, the Revenues and Benefits Manager explained that claimants could receive the maximum support of 100% but it could be less if someone had more income than the allowed amount, for example if they had earnings above the limit.

The Revenues and Benefit Manager advised that in relation to other authorities there was a report available by an independent firm to advise government which showed different schemes, a copy of which would be circulated to the Panel.

Councillor Lintern thanked the Revenues and Benefits Manager for the report because the up to was critical rather than a blanket 100% because as Councillor Long commented that were amongst the 70% who would not qualify and could not tell the circumstances and the disposable income people had.

Councillor Osborne stated that the Panel needed to take on board comments made but highlighted the opportunities available set out for the options set out in the report. In his opinion Councillor Osborne commented that Option 1 was a good way to fill the gaps in a concise and workable way for the Council.

Councillor Long commented on the small number of responses received in previous years to the consultation exercise and stated that the last thing the Council would wish to do is to consult on 4 options ought to be honed down and to make a recommendation to consult on a couple of options not 4.

In response, the Revenues and Benefits explained that the purpose of the report was to identify the preferred option for the draft CTS scheme to go out to consultation and added that the questions were being revised to encourage a higher response rate.

The Revenues and Benefits Manager reminded that the Panel that this was the draft scheme going out to consultation and no final decision had been made and there would be the opportunity to consider the results of the consultation and the feedback received and any expanded options in the second round of the report. In response, Councillor Mrs Dickinson commented that it would be useful for the Panel to see the comparable data.

The Chair, Councillor Dark provided an overview of the background of the Scheme and why it had been set up in that way in previous years. The Panel was informed that local Councils had the flexibility to set up its own scheme/levels and who it wished to include at the next level up. The Chair outlined the reasons why the Council had taken the decision in the past when it was looked at with officers, the Council was on 75% but surrounding neighbours were 82% to 92% and Norwich City Council 100%, the Borough Council was 84%, which brought the Council in line with other authorities. It was noted that some schemes were more generous by offering 100% support and other schemes by helping a greater number of people. The Chair added that he could not see details in the report on how the Council was currently in relation to other surrounding Councils. The Chair explained that the council started from a very low council tax rate as borough in the first instance. The Chair added that in his opinion it would be more beneficial to help more people by providing 84% support.

In response to further questions from the Chair the Revenues and Benefits Manager drew the Panel's attention to page 240 which set out the impact on the Council of the current CTS Scheme offering support up to 84% of the council tax bill. Section 4.2 included the additional impact of moving to option 1. It was highlighted that the Borough Council is the first Norfolk Council to take the draft CTS through the democratic reporting cycle so there was no information currently relating to other Councils. The Panel was informed this information from other Norfolk authorities would be included in the final report to be considered in November 2023.

Councillor Long concurred with the comment made by the Chair that it would be preferable to provide support to a greater number of people rather than helping some to a bigger level. Councillor Long added that it was important to get a fair and equitable scheme and added those groups already in scheme receiving 100% and the proposal from Chair for the scheme to demonstrate to help more and to pick up those who may require assistance above current level of help. If that was a proposal from the Chair, he would second it.

Councillor Morley, Portfolio Holder for Finance commented that it the Panel looked for statistics to try and demonstrated that the move to 100% not being reasonable for the residents of West Norfolk, when he looked at data on inflation, mental health issues, foodbanks and people making use of them including nurses and policemen and the whole environment and wanting to help more but this is about the minimum

the council can do and being a leader across Norfolk encourage other authorities to move to a 100% scheme.

The Chair commented there was a challenge for the Council there was an issue of showing positive gestures, but actually bearing in mind council takes 7p in tax £ raised in West Norfolk and the difference between 84% and 100% and asked Members did they consider they had all the data to make a decision. The Panel was asked to consider how many people put in the scheme to benefit others.

The Chair proposed Option 1 to be the preferred option subject to the following amendment: Within the scheme going forward the Panel would seek to look at how the council could incorporate more people that are currently not within the scope of the scheme into the support which was seconded by Councillor Long.

The Panel voted on the above proposal – For (5), Against (4).

RESOLVED: The Panel selected option 1 as the preferred option to recommend to Cabinet for the draft CTS scheme rules for working age people for 2024/2025, subject to the following amendment:

Within the scheme going forward the Panel would seek to look at how the council could incorporate more people that are currently not within the scope of the scheme into the support.

CP32 **CABINET REPORT: REVENUE OUTTURN 2022/23**

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The Financial Services Manager explained that the attached report would be presented to Cabinet on 1 August 2023. The report set out in summary the revenue outturn for 2022/2023 for the Council. The Panel was informed that the report showed details of the major differences between actual costs/income compared to the revised estimates for 2022/2023 reported in the January 2023 financial monitoring.

The key issues set out in the report were outlined.

Councillor Long congratulated the Finance Team on the budget process identifying additional money to be transferred to reserves which was welcomed to be utilised in the best possible way to benefit the residents of West Norfolk.

Councillor Lintern stated that it was great to have services come in under budget, but added what was the use money in reserves where many services were not fulfilled and referred to issues, particularly fly-tipping. The Council should therefore not be congratulated when the services were not as good as they should be.

Councillor Long provided an overview of the very efficient and prompt time taken to clean up fly tipping incidents once they had been reported and that the performance indicators had reported that the service had been in the top quartile.

Councillor Dickinson commented that the information missing from the list of reserves that she would like to see, was whether they were new or adding to existing ones and would have like to have seen the details in the report.

In response, the Financial Services Manager explained that the reserves in appendix 2 were all existing reserves, and the some of the uses may be additional to or variations to the existing specific activities, but all are assigned to a reserve that aligns to the purpose for which the reserves is set aside for.

The Portfolio Holder for Finance explained that he had included in his Council report the appreciation of the performance of the previous Administration and giving the new Administration a bonus by transferring £1.8m to reserves. The Portfolio Holder added that it was the objective of the current Administration to run quality services in a cost effective way.

Following comments from Councillor Devulapalli on the level of and increasing reserves over the minimum required. The Financial Services Manager explained that it had been an unsettled few years due to a number of factors and .to come in under budget was prudent and from a Finance Officer's perspective was satisfactory. It was noted that there was still uncertainly going forward due to a number of factors typically described under the heading of, cost of living, but from a technical point of view it was around inflation, particularly, in terms of providing services and the cost of providing those services so there would be continuing uncertainty. Across the country there was no prescribed manner for determining what the minimum level of reserves should be. Full Council agreed the authority's level of minimum level of reserves. The current methodology was advised to Members prior to the Pandemic when there had been a number of years of stability, the Council had come through a turbulent time and now might the time to review methodology for setting the minimum level of reserves. But that would need to be a debate and there is no prescribed solution of what methodology or limit is deemed adequate.

The Chair commented that during the last 4 years it had been volatile for all in West Norfolk due to a number of factors. The fact was that the outturn report for last year showed £500,000 predicted to go into reserves but because officers were conservative in what grants might be forthcoming, what the impacts of volatility were, the Council ended up £1.4m going in and services were delivered on top of additional services which had to be delivered in response to Covid, etc. It was

noted that there were many other Administrations continuing or New Administrations who would be grateful for a balanced funded position.

RESOLVED: That the Corporate Performance Panel supported the recommendation to Cabinet as set out below:

That Cabinet approves:

- 1) The draft revenue outturn position for 2022/2023 (section 2).
- 2) Review and agree the new transfers to reserves as listed at Appendix 2.
- 3) Review and agree the amendments to the Earmarked Reserves Policy (Section 4).
- 4) Agree to extend the Councillors Community Grant Scheme for 2023/2024.

CP33 **CABINET REPORT: CAPITAL OUTTURN 2022/23**

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The Financial Services Manager explained that the attached report would be presented to Cabinet on 1 August 2023. The report provided details of the outturn of the 2022/23 capital programme and outlined amendments and rephrasing to the spending on schemes, revising the programme for 2022/2027.

The Panel's attention was drawn to the key issues set out in the report and it was highlighted that it is recommended to Cabinet that the new items to the capital programme as set out in section 5.4 (Tables 10 to 13) be progressed.

It was noted that a requirement of capital controls was that details of the minimum revenue provision (MRP) calculation were reported to Cabinet. It was explained that MRP was the minimum amount that must be charged to the Council's revenue accounts each year as a provision to repay debt. A local authority was required to calculate an amount of MRP which they considered to be prudent, prepare a statement of its policy on making MRP and

There were no questions from the Panel or Councillors attending under Standing Order 34.

RESOLVED: That the Corporate Performance Panel supported the recommendation to Cabinet set as set out below:

That Cabinet:

- 1) Note the outturn of the capital programme for 2022/23 of £25,347,122 including Exempt Schemes.

- 2) Note the financing arrangements for the 2022/2023 capital programme.
- 3) Approve the rephrasing (as set out in Section 2.6 and Appendix 1a) into the 2022/2027 capital programme and financing assumptions as detailed in the report noting that further review will be undertaken during monitoring in 2023/2024.
- 4) Approve the new items to the capital programme as set out in Section 5.4 (Tables 10 to 13) to be progressed.

CP34 **CABINET REPORT: APPOINTMENT OF REPRESENTATIVES TO INQUORATE PARISHES**

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The Deputy Monitoring Officer presented the report and advised that the Local Government Act 1972 contained a provision designed to address the issue, providing that district Councils (i.e. the Borough Council) may appoint its own Councillors temporarily to make the Parish Council quorate until there were a sufficient number of Parish Councillors, which will enable business to continue in the interim. The power of instating Borough Councillors can either be exercised by Full Council or under delegated authority.

The Panel was informed that a couple of cases had occurred recently where Parish Councils became inquorate.

The Deputy Monitoring Officer outlined the purpose of the report.

The Deputy Monitoring Officer outlined three minor amendments to the report published for Cabinet on 1 August.

After sitting for 3 hours, the Panel resolved to continue the meeting.

Councillor Long wished it to be recorded he was against the resolution to continue the meeting.

Councillor Lintern commented that, as a related but separate issue, the Council should look at the reasons why Parish Councils had become inquorate, particularly lack of support for Parish Councils and the vexatious behaviour they worked in with issues of bullying, etc and would like to put on the table for a debate as to what could be done and suggested that an item be placed on the Panel's future work programme.

Councillor Long concurred with the comments made by Councillor Lintern.

Councillor Long supported the recommendation for the Council to delegate authority to the Returning Officer as set out in the report to avoid periods in which Parish Councils were unable to carry out their business.

The Deputy Monitoring Officer suggested the two points made by Councillors Long and Lintern could be considered together, in that where you had parish councils which were externally threatened by disruption or vexatious behaviour, then avoiding having a hiatus for that council was on balance probably going to be more likely to avoid those disruptions becoming problematic.

The Chair commented that Borough Councillors had work and home lives etc and that when a Borough Councillor was delegated to temporarily assist with a Parish Council, Members should be mindful that no criticism should be made against a Councillor who is not able to take on additional responsibilities due to personal circumstances, etc.

Councillor Long suggested that the Council look at the geographical area to the Parish Council requiring temporary assistance and seek to appoint the Borough Councillor nearest to that area in question.

RESOLVED: That the Corporate Performance Panel supported the recommendation to Cabinet and Full Council as set out below:

Council delegates to the Returning Officer the power to issue Orders under Section 91(1) of the Local Government Act 1972 appointing Borough Councillors temporarily to Parish Councils, when required after consultation with the proposed Borough Councillor(s) and their Group Leader (where relevant).

CP35 **PANEL MEETING TIMES**

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

Following Council on 13 July 2023, the Chair invited the Panel to consider the start time for future Panel meetings.

RESOLVED: Corporate Performance Panel meetings to commence at 4.30 pm.

CP36 **PORTFOLIO HOLDER QUESTION AND ANSWER SESSION**

No questions were submitted in advance of the meeting.

CP37 **SHAREHOLDER COMMITTEE FORWARD PLAN**

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

The following items were identified:

- Draft Business Plans – AWN, WNP, WNH.
- Draft Shareholder Agreement

CP38 **CABINET FORWARD DECISIONS LIST**

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

The Cabinet Forward Decisions List was noted.

CP39 **PANEL WORK PROGRAMME**

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

The following items were identified for the future work programme:

- Investigating the reasons why Parish Councils become inquorate and support which could be provided.
- Shareholder Work Programme – Draft Business Plans for AWN, WNP, WNH.
- Equitable Transport in West Norfolk.

The Panel was invited to complete the 3-form requesting an item to be considered by the Panel for items listed above. The Democratic Services Officer undertook to circulate the e-form to the Panel.

CP40 **DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel will be held on 11 September 2023 at 4.30 pm in the Council Chamber, Town Hall, King's Lynn.

CP41 **EXCLUSION OF PRESS AND PUBLIC**

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

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 paragraph 3 of Part 1 of Schedule 12A to the Act.

CP42 **EXEMPT CAPITAL OUTTURN REPORT 2022/2023**

The Financial Services Manager presented the report and responded to questions and comments from the Panel.

CP43 **EXEMPT CABINET REPORT: STAFF PAY AWARD**

The Assistant Director, Central Services presented the report and responded to questions and comments from the Panel.

Following a lengthy discussion it was

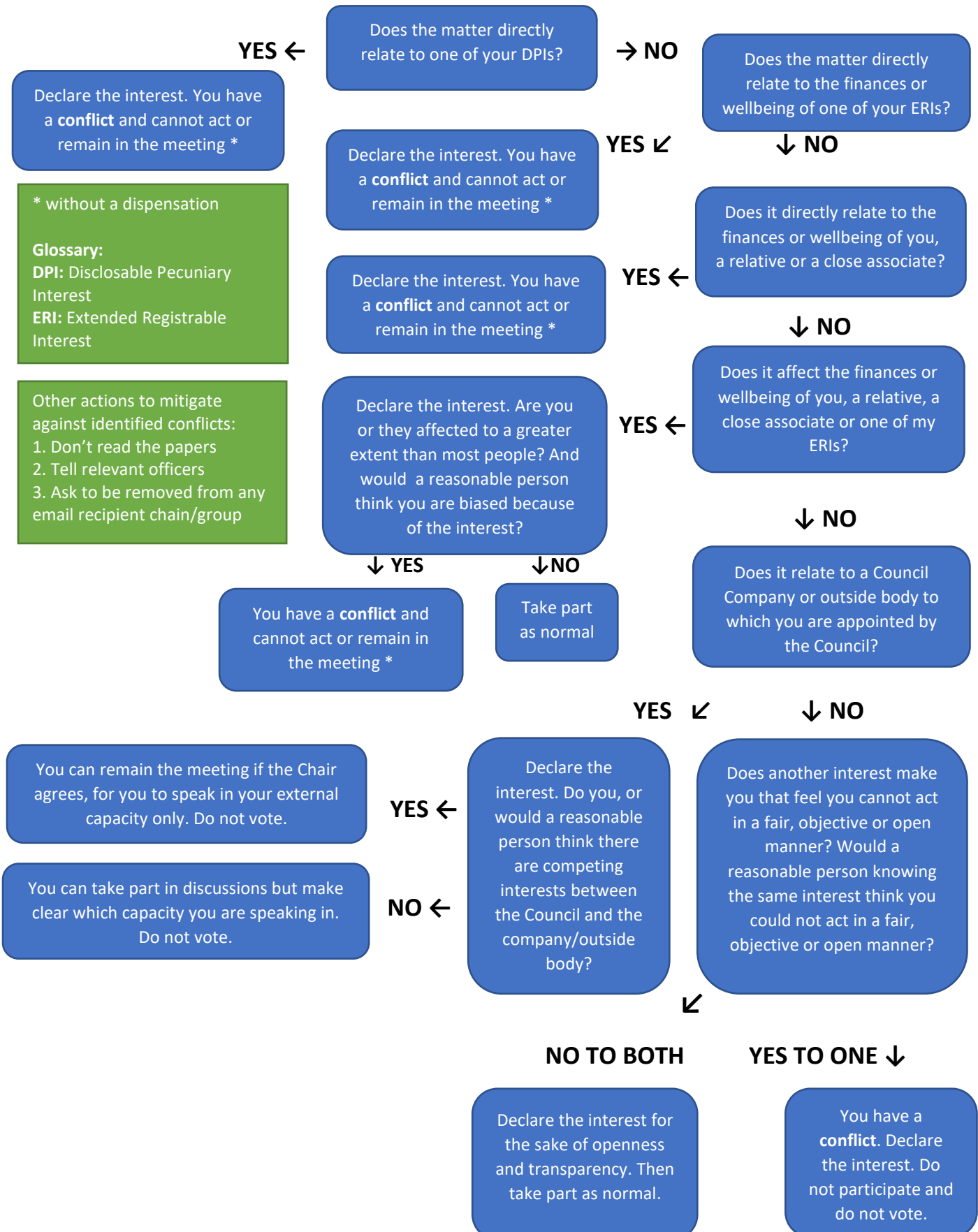
RESOLVED: The Panel did not support the recommendations to Cabinet as set out in the report.

The meeting closed at 8.51 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Glossary:

DPI: Disclosable Pecuniary Interest
ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Discretionary /	Be entirely within Cabinet's powers to decide		NO	
	Operational	Need to be recommendations to Council		YES	
		Is it a Key Decision		NO	
Lead Member: Cllr Terry Parish E-mail: <i>Cllr.Terry.Parish@west-norfolk.gov.uk</i>			Other Cabinet Members consulted:		
			Other Members consulted:		
Lead Officer: B Box E-mail: <i>becky.box@west-norfolk.gov.uk</i> Direct Dial:			Other Officers consulted:		
Financial Implications YES	Policy/ Personnel Implications NO	Statutory Implications YES/NO	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO	Environmental Considerations NO

Date of meeting: 26th September 2023

MEMBERS ALLOWANCES

Summary

To agree the cost of living increase applied to Member's allowances for the 23/24 year.

Recommendation

Recommendations to Full Council:

That Council be invited to consider the 3 options set out in section 2 of the report and vote to decide which, of options 1,2 or 3 is adopted as the increase for Members allowances with effect from 1st April 2023.

Cabinet Resolves

That Cabinet note a separate report will be presented later in the municipal year regarding the process for convening an Independent Review Panel for Members allowances.

Reason for Decision

The Council's Members Allowance Scheme provides for allowances to be updated annually in line with the Officer's cost of living pay award.

1 Background

The Council's Member allowances are reviewed annually.

In February 2022, Cabinet recommended to Council that allowances for a maximum period of 3 years commencing 2022/23 should continue to be increased in line with the officers' pay award. This recommendation was agreed by Council on 23rd March 2022.

In 2023, the Officer's cost of living pay award will, subject to Cabinet approval 01/08/23 and Full Council approval 24/08/23, be:

- a) "£1925 or 5% (whichever is greater)
- b) A flat rate non-consolidated cost-of-living payment of £750pa (pro rata for part time employees) to be paid to all permanent employees and temporary staff (with a contract specifying a duration of 12 months or more) who were in post on 1st April 2023. This payment to be paid in 12 monthly instalments with effect from April 2023."

The £1925 or 5% (whichever is greater) proposal represents a 10.38% increase to staff on the lowest pay point, reducing as pay points increase through to a 5% increase for higher paid staff. The median % increase for staff will be 7.04%.

It is therefore necessary for Members to determine the % increase applicable for this year's cost of living update to Member allowances. The Monitoring Officer has assessed the situation and advised that a sensible interpretation of "indexed in line with the Officer's pay award" will be permissible.

NB. As the flat rate payment of £750 payable to staff is non-consolidated it is not proposed to include this amount in the options to increase member allowances.

The Council's budget for 23/24 has allowed for a 5% increase in Member allowances.

Arrangements for Member allowances are subject to review by an Independent Review Panel (IRP). In 2022 Cabinet resolved that "An IRP may be called at any time should the need arise or be otherwise appropriate but in any case will be called no later than autumn 2024 to conduct a further review and to report its findings in sufficient time to allow a revised scheme to be approved by Council, in accordance with the regulations, to come into effect on 1st April 2025". Members should note that this matter will be subject to a separate report to Cabinet, to be presented later during the current municipal year.

2 Options Considered

The following options have been modelled for consideration, in line with the minimum, median and maximum increases proposed in the officer pay award:

Option	Proposal	Additional Budget Required
Option 1	10.38% increase	£27,566
Option 2	7.04% increase	£10,491
Option 3	5% increase	£62

3 Policy Implications

Options 1 – 3 above are within existing policy, as outlined in the Members Allowance Scheme.

4 Financial Implications

The additional cost of each option is set out in section 2 of the report. Whilst option 3 is in line with the budget, options 1 and 2 will require additional funding. If any of these options are supported then the additional costs will be sought in the current year in the following order:

- Offset by underspend in the service or directorate area in year
- Any additional turnover savings identified
- Or General fund reserve

There will also be an impact on future years which will need to be reflected in the base budget from 2024/2025 onwards.

5 Personnel Implications

None.

6 Environmental Considerations

None.

7 Statutory Considerations

It is a statutory requirement for the Council to adopt a Members Allowance Scheme.

8 Equality Impact Assessment (EIA)

Completed pre-screening form attached.

9 Risk Management Implications

The Council must provide a Members Allowance Scheme in accordance with the Local Authorities (Members' Allowances (England)) Regulations 2023. The independent review that must be called by Autumn 2024 so that a revised scheme can be implemented by 1st April 2025. Relevant Officers will commence work on a timetable for the review in autumn 2023 to ensure it is progressed in a timely manner.

10 Declarations of Interest / Dispensations Granted

11 Background Papers

(Definition : Unpublished work relied on to a material extent in preparing the report that disclose facts or matters on which the report or an important part of the report is based. A copy of all background papers must be supplied to Democratic Services with the report for publishing with the agenda)

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Members Allowance Scheme – annual cost of living update				
Is this a new or existing policy/service/function?	Existing				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	To agree the annual cost of living update to Members allowances for the 23/24 year.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			√	
	Disability			√	
	Gender			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
	Other (eg low income)			√	

Question	Answer	Comments
<p>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	No	
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	No	
<p>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	No	
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	<p>Actions:</p>
		<p>Actions agreed by EWG member:</p> <p>.....</p>
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p>		
<p>Assessment completed by:</p> <p>Name</p>		Becky Box
<p>Job title</p>		Assistant Director Central Services
<p>Date</p>		26/07/23

FORWARD PLAN

Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
13 February 2023 – meeting postponed	Election of Chair	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Shareholder Committee Terms of Reference	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Appointment of a Company Secretary	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		Public
	Appointment of Directors to the Board of the council companies	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		Item scheduled at end of agenda should the committee determine to exclude the Press and Public to consider the report
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
17 March 2023	Election of Chair	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Shareholder Committee Terms of Reference	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Appointment of a Company Secretary	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		Public
	Appointment of Directors to	Alive West Norfolk	Leader		Item scheduled at

	the Board of the council companies	Board	Assistant to the Chief Executive – H Howell		end of agenda should the committee determine to exclude the Press and Public to consider the report
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
	Election of Chair	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
25 October 2023	Review of Terms of Reference	Shareholder Committee			Public
	Updated Service Level Agreement West Norfolk Property	Shareholder Committee and WNP Board	Leader Assistant to the Chief Executive – H Howell		Public
	Section 21's - WNH	Shareholder Committee	Cllr Alistair Beales – Portfolio for Business		Public
	Draft Shareholder Agreements AWN WNP WNH	Shareholder Committee	Leader Assistant Director – Legal, Governance and Licensing		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
	Draft Business Plan for WNH	Shareholder Committee WNH Board	Leader Assistant Director Regeneration and Housing		Private – Contains exempt information under para 3 – information relating to the business affairs of any person

					(including the authority)
	Corn Exchange Contracts	Shareholder Committee AWN Board	Cllr Simon Ring – Portfolio for Leisure and Tourism		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
16 November 2023	Review of Business plans for AWN WNP WNH	Shareholder Committee	Leader		
TBC	Annual review of SLA's for AWN WNH WNP	Shareholder Committee	Leader		

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
26 September 2023						
	Members Allowances	Key	Council	Leader Monitoring Officer		Public
	Update to various Housing Standards Policies to reflect procedural changes, best practice, case law and statutory guidance etc	Non	Council	People and Communities Assistant Director – Mark Whitmore		Public

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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
31 October 2023						
	Corporate Business Plan	Key	Cabinet	Leader Chief Executive		Public
	People and Skills	Non	Cabinet	Business Asst Director – D Hall		Public
	St George’s Guildhall Project Update	Key	Council	Business Asst Dir – D Hall		Public
	Care and Repair Contract	Key	Cabinet	People and Communities Asst Dir – M Whitmore		Private- Contains exempt Information under para 3 – information relating to the business affairs of

						any person (including the authority)
	Appointment of Honorary Aldermen	Non	Council	Chief Executive		Public
	Norfolk County Deal response	Non	Council	Leader Chief Executive		Public
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	UK Shared Prosperity Funding 24-25 Boost Project and West Norfolk Training Grants	Non	Cabinet	Business Assistant Director D Hall		Public
32	Council Companies Funding	Key	Council	Business Assistant Dir D Ousby		Part public and part Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	5 Year Mart Agreement	Non	Cabinet	Tourism Events & Marketing Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Care Leavers Covenant	Non	Cabinet	People and Communities Asst Dir – B Box		Public
	Cabinet Task Groups	Non	Cabinet	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 December 2023						
	Council Tax Support Scheme – Final Scheme 2024/25	Key	Council	Finance Asst Director – Resources		Public
23	Care and Repair Contract		Cabinet			Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	St George's Guildhall Project – Design Proposals	Key	Cabinet			
	Parkway Tenure	Non	Council	Deputy Leader Assistant Director – D Ousby		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	Assets of Community Value	Non	Council	Property and Corporate Services Monitoring Officer		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
15 January 2024						
34	West Norfolk Shared Prosperity Funding update	Key	Cabinet	Business Asst Director – D Hall		Part Public Part Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
6 February 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Regeneration & Development Asst Dir		Public
	Capital Programme	Key	Council	Finance Asst Director – Resources		Public
	Budget 2024/25	Key	Council	Finance Asst Director – Resources		Public

Date of	Report title	Key or	Decision Maker	Cabinet Member and Lead	List of	Public or Private
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meeting		Non Key Decision		Officer	Background Papers	Meeting
5 March 2024						
	Review of Outside Bodies	Non	Cabinet and Council	Leader		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
23 April 2024						

Items to be scheduled

30	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public
	Redundancy Policy	Non	Council	Leader Exec Dir – D Gates		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2023/2024

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
21 June 2023	Appointment of Vice-Chair for the Municipal Year 2023/2024			To appoint a Vice-Chair for the Municipal Year 2023/2024.
21 June 2023	Call-in (if any)			
21 June 2023	2022/2023 Full Year Corporate Performance Indicator Monitoring Report	Monitoring	H Howell	
21 June 2023	Corporate Business Plan Monitoring report (October – March)	Cabinet	H Howell	
21 June 2023	Corporate Performance Panel Nomination to Hunstanton Sailing Club			To appoint a Borough Council representative in an observer role only.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
21 June 2023	The Panel are invited to discuss the Councillor Requests from Opposition Members previously submitted (a) to (d)			
	(a) Housing Needs Assessment	Councillor Request	D Hall/N Patton	Request from Councillor Moriarty. The reasoning behind my request is that the HNA seems to be forgotten, ignored or simply hasn't registered with so many councillors despite it being part of pre-council briefing a few years back. I want to have its results, methodology and the timing of any possible update scrutinised and any conclusions that should, or could, be drawn from it, updated
	(b) Relationship with the Shakespeare Trust in relation to the Guildhall	Councillor Request		Request from Councillor Moriarty. Relationship with the Shakespeare Trust in relation to the Guildhall (Item to be scheduled following outcome of the HLF bid).
	(c) Carnegie Building	Councillor Request		Requested by Councillor J Moriarty – (email 11 January 2023)

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
	(d) Service Level Agreements - Number, examples, administration, creation, legal standing etc	Councillor Request		Probably needs to be an exempt item (requested by Councillor J Moriarty – email 9 February 2023).
21 June 2023	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.
21 June 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
21 June 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
21 June 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
24 July 2023	Call-in (if any)			
24 July 2023	Boost Project Update (formerly Youth and Retraining Pledge – a Towns Fund skills project to support young people into training and employment	Update	J Curtis NCC – Ruth Royale (to join via Zoom)	Update given to CPP circa November 2021.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
24 July 2023	January 2022 to December 2022 Report on use, or non-use RIPA powers.	Annual	M Chisholm	
24 July 2023	Water Quality – Heacham and Hunstanton: Position Statement	Position Statement	M Chisholm	The Panel to receive a position statement.
24 July 2023	Update on Hunstanton Promenade Waste Water	Update	M Henry/ T Brooker	The Panel to receive a further update.
24 July 2023	Corporate Performance Panel Nomination to Hunstanton Sailing Club	ITEM DEFERRED TO 11 SEPTEMBER 2023		The Chair to advise of response to letter from Hunstanton Sailing Club
24 July 2023	Revenue Outturn 2022/23	Cabinet	M Drewery/ C Holland	The Panel are invited to consider the report and make any recommendations to Cabinet.
24 July 2023	Capital Outturn 2022/23	Cabinet	M Drewery/ C Holland	The Panel are invited to consider the report and make any recommendations to Cabinet.
24 July 2023	Council Tax – Draft Scheme for 2024/25	Cabinet	J Stanton	The Panel are invited to consider the report and make any recommendations to Cabinet.
24 July 2023	Appointment of Representatives to Inquorate Parishes	Cabinet	A Baker	The Panel are invited to consider the report and make any recommendations to Cabinet.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
24 July 2023	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.
24 July 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
24 July 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
24 July 2023	Exempt Report: Staff Pay Award	Cabinet	B Box, D Gates	The Panel are invited to consider and comment on the recommendations to Cabinet.
11 September 2023	Call-in (if any)			
11 September 2023	Corporate Performance Panel Nomination to Hunstanton Sailing Club			The Chair to advise of response to letter from Hunstanton Sailing Club Deferred from Panel meeting held on 24 July 2023
11 September 2023	Cabinet Report: Members Allowance Scheme	Cabinet	B Box	The Panel are invited to consider and comment on the recommendations to Cabinet.
11 September 2023	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
11 September 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
11 September 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
11 September 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
16 October 2023	Call-in (if any)			
16 October 2023	Corporate Strategy 2023 to 2027	Cabinet	H Howell	This meeting to be a Joint Panel Meeting. R & D and E & C to be invited to attend for this item. Peer Review Team will be present at this meeting.
16 October 2023	2023/24 Q1 Corporate Performance Indicator Monitoring Report	Monitoring	H Howell	
16 October 2023	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
16 October 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
16 October 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
16 October 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Call-in (if any)			
13 November 2023	Water Quality at Heacham and Hunstanton: Next Steps		M Chisholm	Item identified by Panel on 21 June 2023. Environment Agency and Anglian Water Authority to attend.
13 November 2023	Draft Business Plans for Alive West Norfolk, West Norfolk Property and West Norfolk Housing		N Gromett D Hall	
13 November 2023	Performance of the Corn Exchange Cinema		N Gromett	

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
13 November 2023	2023/24 Q2 Corporate Performance Indicator Monitoring Report	Monitoring	H Howell	
13 November 2023	Council Tax Support Scheme – Final Scheme	Cabinet	J Stanton	
13 November 2023	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.
13 November 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Annual Employment Monitoring Report – B Box.	Monitoring	B Box	

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
4 January 2024	Call-in (if any)			
4 January 2024	Climate Change and Norfolk Climate Change Partnership Annual Report	Annual	G Greaves	Community and Environment Panel to be invited to attend for this item.
4 January 2024	Service Level Agreements - Number, examples, administration, creation, legal standing etc		A Baker	
4 January 2024	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.
4 January 2024	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
4 January 2024	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
4 January 2024	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
26 February 2024	Call-in (if any)			
26 February 2024	2023/24 Q3 Corporate Performance Indicator Monitoring Report	Monitoring	H Howell	
26 February 2024	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.
26 February 2024	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
26 February 2024	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
26 February 2024	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
10 April 2024	Call-in (if any)			
10 April 2024	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.
10 April 2024	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
DATE OF	TITLE	TYPE OF	LEAD	OBJECTIVES AND DESIRED

MEETING		REPORT	OFFICER	OUTCOMES
10 April 2024	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
10 April 2024	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
10 April 2024	<u>Exempt Report:</u> Hunstanton Sailing Club	Annual Update (Exempt)	Borough Council Representative	The Borough Council's Representative role is to observe only.

Forthcoming Items to be scheduled

Annual Communications Update – Panel to determine if it wishes to receive an update in 2024 (presentation to Panel 4 January 2023).

Housing Needs Assessment, etc – D Hall, N Patton

Councillor Request: Investigating the reasons why Parish Councils become inquorate and support which could be provided.

Councillor Request: Equitable Transport in West Norfolk