

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

## **CABINET DECISION SHEET**

**Decision Sheet from the Meeting of the Cabinet held on  
Tuesday, 5th November, 2024 at 6.00 pm in the Council Chamber, Town  
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor A Beales (Chair)  
Councillors B Anota, J Moriarty, C Morley, S Ring, J Rust and S Squire

Apologies for absence were received from Councillors M de Whalley

### 1 **MINUTES**

**RESOLVED:** The Minutes of the Meetings held on 17 September and 17 October 2024 were approved as a correct record and signed by the Chair.

### 2 **URGENT BUSINESS**

None

### 3 **DECLARATIONS OF INTEREST**

None

### 4 **CHAIR'S CORRESPONDENCE**

None.

### 5 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillors Bubb, Kemp, Long and Spikings attended under Standing Order 34.

### 6 **FORWARD DECISIONS**

The forward decision list was noted.

### 7 **CALLED IN MATTERS**

No matters had been called in.

## 8 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The Environment and Community Panel had considered and supported the following items:

The Gambling Act 2005  
 Bio Diversity Task Group report  
 Exempt report – Framework agreement for Care and Repair grant works

The Corporate Performance Panel considered the following items:

2024-25 Q1 Performance Management report  
 Council Tax Support – Final Scheme  
 Update to the Constitution

## 9 **2024-25 Q1 PERFORMANCE MANAGEMENT REPORT**

**RESOLVED:** That the Performance Management Report the delivery of targets against the Corporate Strategy be noted and the comments raised at the corporate Performance Panel regarding contracts awarded to SMEs be incorporated into the reporting process.

### **Reason for Decision**

Cabinet should use the information within the management report to review progress on the agreed actions and indicators and satisfy themselves that performance is at an acceptable level. Where progress is behind schedule members can seek additional information to explain variances.

## 10 **GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES**

**RECOMMENDED:** That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005.

### **Reason for Report**

It is a Statutory requirement that the Council adopts a Statement of Principles.

## 11 **COUNCIL TAX SUPPORT - FINAL SCHEME - 2025-2026**

**RECOMMENDED:** That the consultation responses be noted and Council be recommended that the draft CTS scheme for 2025/2026 be implemented as the final working age CTS Scheme for 2025/2026. (This must be agreed by full Council by 31 January 2025 ready for the start of the financial year on 1 April 2025)

### **Reason for Decision**

To ensure a CTS scheme for working age people for 2025/2026 is agreed by full Council by the deadline of 31 January 2025.

## 12 **BIO DIVERSITY TASK GROUP REPORT**

**RECOMMENDED:** 1) That the recommendations of the Urban Wildlife Informal Working Group as set out in paragraph 2.3 of the report, although recommendation 8 from the group, requiring a budget for delivery of the proposals would be covered separately through the creation of the two year fixed-term biodiversity project officer role be agreed.

2) That the appointment of a Biodiversity project officer, for a fixed period of two years, with funding coming from the climate change budget be approved.

3) That the council adopts the Biodiversity policies and specific objectives set out in appendix 1 to the report.

4) That the creation of a Pollinator Action Plan, on the basis of the draft attached (appendix 2), with the final wording to be agreed with the Assistant Directors for Environment and Planning and Operations and Commercial, in consultation with the portfolio holder for Climate Change and Biodiversity.

5) That the community biodiversity competition initiative, detailed in the report, be supported by the council.

### **Reason for Decision**

To provide a suitable response to the original notice of motion, and to help the council contribute to improving biodiversity in the borough.

## 13 **STAFF PAY AWARD 2024/2025**

**Under Regulation 10 of the Local Authorities (Executive Arrangements)(Meetings and Access to information)(England) Regulations 2012, as agreed prior to and at the meeting with the Chair of Corporate Performance Panel, the matter would not be subject to call in to ensure the preparatory work can be progressed in time for the payroll deadline.**

**RESOLVED:** 1) That with effect from 1<sup>st</sup> April 2024 an annual pay award of £1,290 (pro rata for part time employees) be paid as a consolidated, permanent addition to salaries for all staff earning less than or equal to the equivalent of National Joint Council pay point 43 (equivalent to £51,515 per annum).

2) That with effect from 1<sup>st</sup> April 2024 a permanent salary increase of 2.5% be paid to all staff earning the above NJC spine point 43 (equivalent to £51,515 or more per annum).

### **Reason for Decision**

To implement an annual pay increase for employees which reflects the approach taken by the National Joint Council for local government services in relation to cost of living pay increases for employees for the 2024/25 financial year.

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### **UPDATE TO THE CONSTITUTION**

**RECOMMENDED:** 1) That the adoption of the draft Council Procedure Rules into Part 4 of the Constitution as set out in the report, to be effective from 1 January 2025, be approved.

2) The approval of the Schedule of Substantive Changes to the Constitution and Minor Amendments to Standing Orders set out in the report, to be effective from 1 January 2025 be approved subject to the following amendment:

- The budget meeting rules include a safety valve for amendments on the night if Members vote to allow this.
- Notices of Motion - SO 7.9- the total time limit shall be 60 minutes for the whole item and 30 mins each on the basis that the Mayor can decide to flex this as necessary
- That standing order 34 relating to attendance at Planning Committee by members be updated to require that Members give a brief summary of what they intend to say under SO34 to the Chair and Dem Services which will be published in advance of the meeting.

3) That the revised Proportionality be approved.

### **Reason for Decision**

To fulfil the Council's duty to review and keep its Constitution up to date.

15 **KLAC TERMS OF REFERENCE**

**RESOLVED:** 1) That the revised Terms of Reference for KLAC attached to the report at Appendix 1 be approved.

2) That delegated authority been given to the Leader in consultation with the Chair of KLAC and the Monitoring Officer to make any future revisions to the Terms of Reference for KLAC.

**Reason for Decision**

To deliver the Council's Corporate Strategy

16 **EXCLUSION OF THE PRESS AND PUBLIC**

**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 item 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.

17 **FRAMEWORK AGREEMENT FOR CARE & REPAIR GRANT WORKS**

**RESOLVED:** That the signing of the framework agreements with the contractors named in this report be approved.

**Reason for Decision**

To ensure that the Council obtains best value for the grants that it administers for aids and adaptations work for elderly and vulnerable people and to ensure compliance with procurement regulations.

**The meeting closed at 8.20pm**