

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



Corporate Performance Panel

Agenda

**Wednesday, 4th September, 2024
at 4.30 pm**

in the

**Council Chamber, Town Hall, Saturday
Market Place, King's Lynn and available
for the public to view on You Tube.**



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

27th August 2024

Dear Member

Corporate Performance Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 4th September, 2024 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies

2. Minutes (Pages 5 - 12)

To approve the minutes from the Corporate Performance Panel held on

3. Declarations of Interest (Page 13)

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 the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

6. Chair's Correspondence (if any)

7. Call Ins (if any)

8. Portfolio Holder Question and Answer Session

Members are requested to submit questions in advance to democratic.services@west-norfolk.gov.uk.

9. Panel Work Programme (Pages 14 - 18)

10. Cabinet Forward Decisions List (Pages 19 - 23)

11. Shareholder Committee Work Programme (Pages 24 - 26)

12. Date of Next Meeting

To note that the next meeting of the Corporate Performance Panel is scheduled to take place on 16th October 2024 at 4.30pm in the Town Hall, Saturday Market Place, King's Lynn.

13. Exclusion of Press and Public

To consider passing the following resolution:

"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 paragraphs 1, 2 or 3 of Part 1 of Schedule 12A to the Act".

**14. EXEMPT - King's Lynn Innovation Centre (KLIC) Performance Update
(Pages 27 - 30)**

To:

Corporate Performance Panel: J Bhondi, R Blunt (Vice-Chair), Mrs J Collingham, B Jones, B Long (Chair), S Nash, J Osborne, C Rose, A Ryves, S Sandell, D Sayers and Mrs V Spikings

Portfolio Holders:

Councillor Ring – Agenda Item 8

All Cabinet Members – Agenda Item 9

Officers

Becky Box – Assistant Director

Matthew Henry – Assistant Director

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CORPORATE PERFORMANCE PANEL

Minutes from the Meeting of the Corporate Performance Panel held on Wednesday, 17th July, 2024 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors Blunt (Chair), Bhondi, Collingham, Jones, Osborne, Rose, Sandell, Sayers and Spikings.

PORTFOLIO HOLDERS:

Councillor Beales – Leader of the Council
Councillor Morley – Portfolio Holder for Finance

PRESENT UNDER STANDING ORDER 34: Councillor Kemp

OFFICERS:

Becky Box – Assistant Director, Central Services
Alexa Baker – Monitoring Officer
Oliver Judges – Executive Director
Debbie Ess – Corporate Performance Officer
Carl Holland – Financial Services Manager
Stuart Ashworth – Assistant Director, Development
Duncan Hall – Assistant Director, Regeneration, Housing and Place
Mark Whitmore – Assistant Director, Health, Wellbeing and Public Protection

CP15 **APOLOGIES**

Councillors Long and Nash.

CP16 **APPOINTMENT OF VICE CHAIR FOR THE MEETING**

RESOLVED: Councillor Osborne was appointed Vice Chair for the meeting.

CP17 **MINUTES**

RESOLVED: The minutes from the previous meeting were agreed as a correct record and signed by the Chair.

CP18 **DECLARATIONS OF INTEREST**

There was none.

CP19 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was none.

CP20 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Kemp.

CP21 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was none.

CP22 **CALL INS (IF ANY)**

There was none.

CP23 **2023-2024 FULL YEAR PERFORMANCE MANAGEMENT REPORT**

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

The Corporate Performance Officer presented the report which provided an update on progress against the Council's Corporate Strategy and key performance indicators. Information was provided on those targets that had met, exceeded, not met or were monitor only.

The Chair thanked the Corporate Performance Officer for the report and invited questions and comments from the Panel, as summarised below.

Councillor Spikings asked what would be put in place to meet new Government build targets and speed up planning processes. The Assistant Director for Development explained that work was being carried out to reduce the reliance on extension of times and putting pressure on agents to submit information in a timely manner to avoid delays. He explained that progress was being made against the relevant targets, but Major Applications were difficult as there were complex requirements to consider such as Biodiversity Net Gain. The Assistant Director confirmed that three new Graduate Planners had also been appointed.

Councillor Osborne referred to the targets relating to the percentage of council tax collected and stated that it was marked as green, although it had not met target. The Corporate Performance Officer stated that this was because it was marginally over the percentage required.

The Chair, Councillor Blunt referred to work being carried out to speed up planning processes and he asked if a review of consultation periods would be carried out along with a review of the Planning Sifting process, both of which could delay planning applications and it was explained by the Assistant Director that the Planning Scheme of

Delegation would be reviewed, but it was unlikely that consultations would change. A review of internal processes could be carried out.

The Chair, Councillor Blunt referred to the Car Parking Strategy target which was marked as amber. He felt that this should be marked as red. The Executive Director stated that work was moving forward with production of the Strategy and delays had occurred so that the Strategy could align with other strategies such as West Norfolk Economic Strategy.

In response to a question from the Chair, Councillor Blunt, The Executive Director explained that work on Downham Market Public Toilets had now gone out to tender and work was moving forward.

Councillor Spikings referred to the targets relating to established permanent posts and sickness absence and commented that these should include long term sickness absences and temporary posts. The Corporate Performance Officer agreed to include this information in the next period's report.

Councillor Collingham referred to the spend on Bed and Breakfast Accommodation which had increased and the Assistant Director, Regeneration, Housing and Place explained that spend had now plateaued and acknowledged that there had been an increase in the need to use Bed and Breakfast accommodation for temporary accommodation due to the rates of homelessness in the Borough. He explained that a Homelessness Review had been carried out and had been presented to the previous Environment and Community Panel Meeting. A new Strategy would be launched in October.

Councillor Jones referred to the indicators referring to fly tipping and asked if information could be provided on the number of incidents, to give context to the percentages included in the report. It was confirmed that this information would be circulated to the Panel for information and included in future reports.

The Leader of the Council, Councillor Beales thanked the Panel for their comments. He referred to the Car Parking Strategy and explained that it was important that this strategy aligned with others and was not taken through in isolation.

Councillor Kemp addressed the Panel under Standing Order34. She stated that better dentistry was required in the Borough and what provision would be available in the new Health Hub at NORA. The Executive Director explained that the site was not owned or operated by the Council, so the Council could not dictate what services would be provided, however the Council did continue to work with partners as appropriate.

RESOLVED: The Corporate Performance Panel supported the recommendations to Cabinet, as set out below:

That Cabinet reviews the Performance Management Report and comments on the delivery against the Corporate Strategy.

CP24

CABINET REPORT - PRODUCTIVITY PLAN

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

The Monitoring Officer presented the report which sought approval of the Council's Productivity Plan, which had been drafted in response to a request from the Department for Levelling Up, Housing and Communities (DLUHC). The Monitoring Officer thanked the Corporate Governance Manager for preparing the Plan.

It was noted that the plan was prescriptive and was in essence a checklist requirement from DLUHC.

The Chair thanked the Monitoring Officer for the report and invited questions and comments from the Panel, as summarised below.

Councillor Collingham felt that the information contained in the plan would be more meaningful in a table format. The Executive Director explained that it was a prescriptive layout from DLUHC with pre-set questions.

The Chair, Councillor Blunt asked how the document would be used and it was explained that it would be submitted to DLUHC, but was also a useful document which could help to inform the way forward of the organisation. It was noted that all Local Authorities had been asked to complete the Plan.

The Portfolio Holder for Finance, Councillor Morley stated that the Council had recently had a visit from representatives from DLUHC so that they could understand the Council's future plans and build relationships.

The Vice Chair, Councillor Osborne referred to section 5.5 of the plan relating to localised decisions and in response to a question, the Financial Services Manager stated that this referred to the increase in council tax restrictions and how Government were being lobbied to make it a local decision to address budget gaps.

Councillor Kemp addressed the Panel under Standing Order 34 and made reference to Purfleet Pantry, which she stated had been of great benefit to residents.

The Leader of the Council, Councillor Beales stated that although this was an exercise that the Council was required to complete it also served as a useful document to highlight challenges, policy issues and inform future plans.

RESOLVED: That the Corporate Performance Panel support the recommendations to Cabinet, as summarised below.

That Cabinet approves the Productivity Plan attached at Appendix B for submission to DLUHC.

CP25 **PANEL WORK PROGRAMME**

The Vice Chair informed the Panel that at the next meeting a Portfolio Holder Question and Answer session would be held. He encouraged Members of the Panel to submit questions well in advance of the next meeting so that the relevant Portfolio Holders could be invited to the meeting and a full response could be given. He hoped that the question and answer session would also result in identifying future items for the Work Programme.

It was noted that the Scrutiny Guide and Scrutiny and the Executive Protocol were due for review and would be brought to the Panel for consideration in due course.

RESOLVED: The Panel Work Programme was noted.

CP26 **CABINET FORWARD DECISIONS LIST**

RESOLVED: The Cabinet Forward Work Programme was noted.

CP27 **SHAREHOLDER COMMITTEE WORK PROGRAMME**

RESOLVED: The Shareholder Committee Work Programme was noted.

CP28 **DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel was scheduled to take place on 4th September 2024 at 4.30pm in the Town Hall, King's Lynn.

CP29 **CABINET REPORT - REVENUE OUTTURN 2023-2024**

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

The Financial Services Manager presented the Cabinet report which set out the revenue outturn for 2023/2024.

Members were directed to the revised report which had been published in advance of the meeting.

The Chair thanked the Financial Services Manager for the report and invited questions and comments from the Panel, as summarised below.

In response to a question from Councillor Jones, it was confirmed that because there had been advance payments to the Pension Fund there would be a reduction in payments required in forthcoming years and savings could be used to replenish reserves.

In response to a question from the Chair it was confirmed that the last audited budget was from the 2019/2020 financial year. The Financial Services Manager explained that outstanding Audits between 2020/2021 to 2022/2023 inclusive would be treated as one Audit before the Parliamentary Election it was intended that Legislation would be put in place to enable Local Authorities to get caught up. This was still expected to be the case. It was hoped that the 23/24 Audit would take place this autumn.

The Chair, Councillor Blunt asked what contingencies were in place and the Financial Services Manager explained that the Accounts were being published and the quality of working papers to support the accounts had been improved which should make it easier for the Auditors and result in less queries.

Councillor Kemp addressed the Panel under Standing Order 34 and stated that there had been an underspend in Housing Repairs and noted that there was a backlog and vacant posts. The Assistant Director, Central Services explained that some posts were Fixed Term Contracts and externally funded. She agreed to provide further information to the Panel.

The Portfolio Holder for Finance, Councillor Morley stated that the budget was challenging and previous decisions had impacted the budget. He explained that work on reducing budgets had been carried out and overall the organisation had done well, however further work was required.

RESOLVED: That the Corporate Performance Panel supported the recommendations to Cabinet, as set out below.

It is recommended that Cabinet approves:

1. The draft revenue outturn position for 2023/2024 (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).

CP30

CABINET REPORT - CAPITAL OUTTURN 2023-2024

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

The Financial Services Manager presented the report which provided detail of the outturn of the 2023/2024 capital programme and outlined amendments and rephasing to the spending on schemes.

The Chair thanked the Financial Services Manager for the report and invited questions and comments from the Panel, as summarised below.

The Chair, Councillor Blunt acknowledged that forecasting was difficult and asked how it was monitored. The Financial Services Manager explained that rephasing and reprofiling was carried out and regular contact was made with Project Managers so that an informed approach to future forecasts ensured everything was on track.

The Executive Director explained that timing was critical to ensure that the organisation was not impacted by reduced cashflow, however there were external factors that could affect the progress of projects.

The Chair commented that it was important that post project appraisals were carried out and it was explained by the Executive Director that internal appraisals were carried out and these were also presented to the Member Major Projects Board.

Councillor Kemp addressed the Panel under Standing Order 34 and referred to the CCTV upgrade and how it was important that adequate equipment was in place to tackle antisocial behaviour.

The Portfolio Holder for Finance, Councillor Morley reminded the Panel that Members could attend meetings of the Member Major Projects Board when post project reviews were being considered.

Councillor Morley also explained that narrative was important to provide justification on under or overspend and this would be included going forward as required.

The Leader of the Council, Councillor Beales encouraged Members to attend future meetings of the Member Major Projects Board and acknowledged that there was work to be done to improve forecasting and reduce silo working.

RESOLVED: That the Corporate Performance Panel supports the recommendations to Cabinet, as summarised below.

That Cabinet:

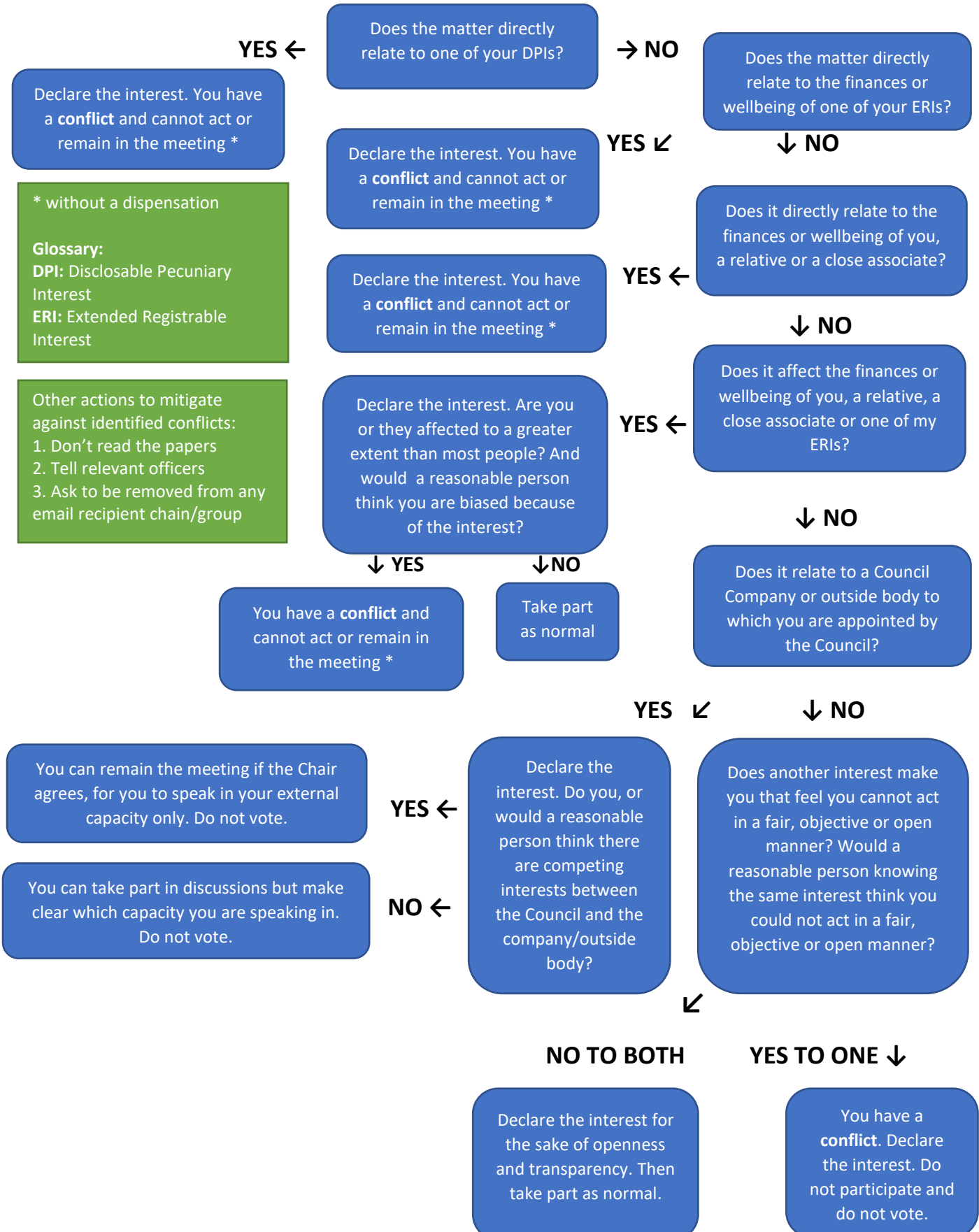
1. Note the outturn of the capital programme for 2023/2024 of £36,446,601 including Exempt Schemes.
2. Note the financing arrangements for the 2023/2024 capital programme.

The meeting closed at 6.30 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

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

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2024/2025

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
29 May 2024	Appointment of Vice-Chair for the Municipal Year 2024/2025			To appoint a Vice-Chair for the Municipal Year 2024/2025.
	Call-in (if any)	Standing Item		
	Memberships of Task Groups and Informal Working Groups	Operational		To consider the Task Groups and Informal Working Groups set up by the Panel and their Membership
	Nominations to Outside Bodies	Operational		To nominate a Member to sit as an observer on Hunstanton Sailing Club. Nomination to be presented to Full Council.
	Annual Communications Update	Annual Update	J Hillard T Baldwin P Sillis A Howell	B Box to introduce update.
	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
	Cabinet Report – Data Protection Policy Review	Cabinet Report	Laura Botten	To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
17 July 2024	Call-in (if any)	Standing Item		

	Cabinet Report – Productivity Plan	Cabinet Report	Honor Howell	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Reports – Revenue and Capital Outturn Reports 2023-2024	Cabinet Report	Michelle Drewery	To consider the reports and make any appropriate recommendations to Cabinet.
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
	2023-2024 Full Year Performance Management Report		Debbie Ess and Honor Howell	
4 September 2024	Call-in (if any)	Standing Item		
	KLIC Performance Update	Update	Matthew Henry	To provide the Panel with an update. Previous update was provided in January 2023.
	Portfolio Holder Question and Answer Session	Standing Item		Extended session, with all Cabinet Members invited to provide the Panel with the opportunity to ask questions to identify future items which can be considered by the Panel at an early stage.
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.

16 October 2024	Call-in (if any)	Standing Item		
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Cabinet Report – Procurement Strategy and Contract Standing Orders	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet.
	Portfolio Holder Question and Answer Session	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
	Council Tax Support – Final Scheme for 2025/2-26	Cabinet Report	Jo Stanton	To consider the report and make any appropriate recommendations to Cabinet.
	Q1 2024-2025 Corporate Performance Management Report	Performance Monitoring	Honor Howell and Debbie Ess	To Monitor Performance.
27 November 2024	Call-in (if any)	Standing Item		
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Portfolio Holder Question and Answer Session	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee	Standing Item		The Panel are invited to identify any items for inclusion on the work

	Forward Plan and Work Programme.			programme.
7 January 2025	Call-in (if any)	Standing Item		
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Portfolio Holder Question and Answer Session	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
26 February 2025	Call-in (if any)	Standing Item		
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Portfolio Holder Question and Answer Session	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
2 April 2025	Call-in (if any)	Standing Item		

	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Portfolio Holder Question and Answer Session	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.

Forthcoming Items to be scheduled

Report of the Informal Working Group – Taxi Testing Contract

Report of the Informal Working Group - Constitution

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
17 September 2024						
	Homelessness and Rough Sleeping Strategy Update	Non	Council	Community Asst Director - D Hall		Public
	Air Quality Action Plan	Non	Cabinet	Climate Change and Biodiversity Asst Dir – S Ashworth		Public
	LAHF Round 3	Non	Cabinet	Asst Dir – D Hall		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
Special Meeting 17 October 2024						
	Procurement Policy and Contract Standing Orders	Non	Council	Finance		Public
	Norfolk Economic Strategy (NCC report for endorsement)	Non	Cabinet	Business Asst Dir D Hall		Public
	Hunstanton Bus Station Library Development	Key	Council	Leader Asst Dir D Hall		Public
	Strategic Land Acquisition	Key	Cabinet	Business and Culture Asst Dir – M Henry		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
5 November 2024						
	West Norfolk Economic Strategy	Non	Council	Business Asst Dir D Hall		Public
	Disabled Facilities Grant Framework	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)
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
20	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
	Gambling Act – Statement of Principles	Non	Council	Planning and Licensing Assistant Director – A Baker		Public
	Disabled Facilities Grant Framework	Key	Cabinet	Finance Asst Director – M Whitmore		Part Public Part Exempt Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Redundancy Payments Scheme	Non	Council	Leader Asst Dir – B Box		Public

	Constitution Review	Non	Council	Leader Asst Dir – A Baker		Public
	Review of Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Exec Director – O Judges		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
21	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)
	Long-Term Plan for Towns	Key	Cabinet	Leader Asst Dir – D Hall		Public
	Recommendations from the Biodiversity Task Group	Non	Cabinet	Development and Regeneration Asst Dir – S Ashworth		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 2024						
	Gambling Act Policy	Non	Council	Planning & Licensing Assistant Director A Baker		Public

	King's Lynn Cultural & Heritage Strategy					
	Investment Options for Leisure Assets'	Key	Cabinet	Deputy Leader Monitoring Officer		Part Public and 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
14 January 2025						

22

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 February 2025 (non budget items)						
	Local Plan	Key	Council	Planning & Licensing Asst Dir – S Ashworth		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 February 2025 (Budget						

items)						
	Budget 2025-28	Key	Council	Finance Asst Dir – M Drewery		Public

Items to be scheduled

	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
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
23	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	Pay Award 2024	Key	Cabinet	Leader		Public

SHAREHOLDER COMMITTEE FORWARD PLAN

Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
23 April 2024	Shareholder Committee Terms of Reference	Shareholder Committee	Leader Monitoring Officer – A Baker		Public
	Responses from WNH and WNP regarding Section 21 Notices	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder Council Companies Alexa Baker – Monitoring Officer		Public
	Financing of Housing Companies	Cabinet	Cllr Alistair Beales – Portfolio Holder Council Companies Michelle Drewery – Section 151 Officer David Ousby – Assistant Director Programme and Project Delivery		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
June 2024 <i>Meeting Postponed</i>	Service Level Agreement with WNPL	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business Alexa Baker – Monitoring Officer Duncan Hall/Karl Patterson – Housing Companies		
	Shareholder Agreement - WNPL	Shareholder Agreement	Cllr Alistair Beales – Portfolio Holder for Business Alexa Baker – Monitoring Officer Duncan Hall/Karl Patterson – Housing Companies		

	Approval of Business plans for WNP WNH	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business Alexa Baker – Monitoring Officer Duncan Hall/Karl Patterson – Housing Companies		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
	Appointment of new Directors to WNPL	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business Alexa Baker – Monitoring Officer		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
11 Sept 2024	Appointing a Director to Alive Management Ltd.	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business Honor Howell – Corporate Governance Manager		Open
	Update to Shareholder Committee on governance documents status	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business Honor Howell – Corporate Governance Manager		Open
	West Norfolk Housing Business Plan	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business – Alexa Baker – Monitoring Officer Duncan Hall/Karl Patterson – West Norfolk Housing		Private – Contains exempt information under para 3 – information relating to the business affairs of any person

					(including the authority)

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