

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

**CORPORATE PERFORMANCE PANEL**

**Minutes from the Meeting of the Corporate Performance Panel held on Wednesday, 26th February, 2025 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors B Long (Chair), R Blunt, Mrs J Collingham, B Jones, S Lintern (substitute for A Ryves), J Osborne, C Rose and D Sayers

**PORTFOLIO HOLDERS:**

Councillor Beales – Leader of the Council

Councillor Moriarty – Portfolio Holder for Planning and Licensing

Councillor de Whalley – Portfolio Holder for Biodiversity and Climate Change

**OFFICERS:**

Becky Box – Assistant Director

Debbie Ess – Corporate Performance Officer

Stuart Ashworth – Assistant Director

Duncan Hall – Assistant Director

Matthew Henry – Assistant Director

Alexa Baker – Assistant Director

James Arrandale – Deputy Monitoring Officer

CP110      **APOLOGIES**

Apologies for absence were received from Councillors Bhondi, Ryves (Cllr Lintern sub), Sandell and Spikings.

CP111      **MINUTES**

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

CP112      **DECLARATIONS OF INTEREST**

There were no declarations of Interest.

CP113      **URGENT BUSINESS UNDER STANDING ORDER 7**

There was none.

CP114      **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Kemp.

CP115            **CHAIR'S CORRESPONDENCE (IF ANY)**

There was none.

CP116            **CALL INS (IF ANY)**

There were no call-ins to consider.

CP117            **CABINET REPORT - APPOINTMENTS BOARD/IDC TERMS OF REFERENCE**

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The Deputy Monitoring Officer presented the report which introduced minor revisions to the procedures that were operated within the Investigations and Disciplinary Committee.

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

Councillor Collingham sought clarification and asked what JNC stood for. The Deputy Monitoring Officer confirmed it stood for Joint National Committee.

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

Cabinet recommends to Full Council:

1. That the IDC Terms of Reference should be amended as follows:
  - i. Paragraph A.5 should be deleted.
  - ii. Insert new A.12: *“The Monitoring Officer is nominated to assess the allegation to determine whether it falls within the remit of the procedure, or whether it is clearly unfounded or trivial or can best be dealt with under some other procedure (the **Initial Filter Exercise**). Either of the Deputy Monitoring Officer or the Head of Personnel is delegated authority to carry out this role if it is not possible or appropriate for the Monitoring Officer to do so. The Monitoring Officer (or substitute officer above) shall report to the Chair of the IDC if they determine that an allegation does not fall within the remit of this procedure.”*
  - iii. Insert new A.13: *“For the purposes of the Initial Filter Exercise above, the Monitoring Officer is delegated authority to carry out any preliminary inquiries that are needed. Either of the Deputy Monitoring Officer or the Head of Personnel is delegated authority to carry out this role if it is not possible or appropriate for the Monitoring Officer to do so.”*

2. That the Standards Committee Terms of Reference should be amended as follows:

*Insert new E.17: "Act as Grievance Committee where required in grievance matters concerning the Chief Executive, in accordance with the JNC Model Code. For this purpose, five Standards Committee members shall be convened with political proportionality (or three members if this is not possible), none of whom shall be members of the IDC or the Appeal Committee."*

*For the purposes of fulfilling the Council's adopted grievance procedures in accordance with the JNC Model Code, Standards Committee nominates the Monitoring Officer to act as Receiving Officer. Where the Monitoring Officer cannot so act, qualifying members of the Standards Committee (i.e. non-members of the IDC and Appeals Committee) shall nominate a Monitoring Officer from a neighbouring authority to act as the Receiving Officer."*

CP118

### **CABINET REPORT - QUARTER 3 2024-2025 PERFORMANCE MANAGEMENT REPORT**

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The Corporate Performance Officer presented the report which updated on progress against the Council's Corporate Strategy and key performance indicators up to the period 31<sup>st</sup> December 2024. Information was provided on the actions which had been completed and the indicators for which ratings had changed.

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

In response to a question from Councillor Osborne, the Portfolio Holder for Climate Change and Biodiversity, Councillor de Whalley explained the Climate Change Strategy and Action Plan was a living document and updated as required. He added that he was aware of some changes which were in hand and confirmed he would come back with more detail.

The Chair, Councillor Long commented that the changes and revisions would need to go to the Environment and Community Panel (E&C) for consideration and asked the Portfolio Holder for Climate Change and Biodiversity, Councillor de Whalley to ensure the Chair of E&C was made aware of when this would be presented to their Panel.

In response to comments from Councillor Collingham, the Corporate Performance Officer confirmed the KPI's would be thoroughly reviewed once after the full year report had been produced and was aware that

waste packaging was becoming a lot lighter and therefore it was not getting the weight which they were wanting.

Members of the Senior Leadership Team were present at the meeting to provide detail on their indicators which were currently not meeting target, and the Chair invited each Assistant Director to present their update.

The Assistant Director for Regeneration, Housing and Place provided the following update in relation to the indicators which were not meeting target:

- Review options in relation to the Hunstanton Masterplan and key council assets (amber). It was explained work had not started on a Hunstanton Masterplan. Factors such as the Covid Pandemic and other inward investment priorities such as the Towns Fund, has prevented it from progressing but highlighted the Hunstanton work remained important. The Assistant Director advised there was ambition for a King's Lynn and Hunstanton masterplan but guidance and a steer from members and the Senior Leadership Team would be required.
- Develop the Car Parking Strategy, produce a draft and adopt the strategy in 2024-2025 (amber). The Assistant Director explained this was a complex piece of work and added the delay did not represent that they were giving this less priority. The Assistant Director confirmed there was a strategy and were drawing out of it some key principles which would be raised at the Transport Informal Working Group meeting on 4<sup>th</sup> March 2025 and then presented to the Regeneration and Development Panel meeting on 11<sup>th</sup> March 2025. The Assistant Director explained the reasons for the delay was due to the work being complicated and numerous changes in staffing.
- No. of new homes built through the Council's Major Housing Programme (red). It was explained this target would be caught up in the next quarter and was high priority.
- No. of new Affordable Homes delivered by the Major Housing Programme (red). It was explained this target would be caught up in the next quarter and was high priority.

The Assistant Director for Operations and Commercial provided the following update:

- Develop and commence implementation of an investment strategy for property assets owned by the council for income generation (amber). It was explained there had been acute staffing issues over the last year with a number of staff and Executive Directors leaving and lengthy sickness absence. The Assistant Director explained that a temporary member of staff had started last week who would be carrying out general estates work and confirmed another member of staff would be joining next week on a temporary basis. The Assistant Director was not convinced that the target would not change from amber to red.

The Assistant Director for Environment and Planning provided the following update:

- Review CIL governance arrangements (amber). It was explained the target had dropped to amber to allow another round of CIL funding to take place in January 2025 and in doing so that meant the governance review had been delayed. He added the Planning Advisory Service would be helping the Council with the CIL governance review.

In response to a question from Councillor Blunt, the Assistant Director confirmed that the CIL Governance Review was on the Forward Decisions List for a Cabinet meeting in June and would be considered by the appropriate Panel beforehand for their input.

In relation to Councillor Osborne's early question relating to the Climate Change Strategy and Action Plan, it was explained that the priorities and action plan were currently being reviewed and the latest carbon audit data had been added which would be reviewed at the Climate Change Informal Working Group on 24<sup>th</sup> March 2025 and would be likely published early summer.

The Chair, Councillor Long asked those Assistant Directors who were not present at the meeting to attend a future Corporate Performance Panel meeting to provide updates on their targets.

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

**CABINET RECOMMENDATION:** That Cabinet reviews the Performance Management Report and comments on the delivery against the Corporate Strategy.

CP119

### **CABINET REPORT - PLANNING MEMBER CODE OF GOOD PRACTICE**

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The Assistant Director presented the report which introduced a refreshed Planning Code of Conduct which was intended to be easy to read and understand.

The Monitoring Officer added that the Code of Conduct incorporated the planning guidance that the Planning Advisory Service and the Local Government Association had produced.

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

Councillor Blunt commented that he was on the Planning Committee and raised concern with the amount of lobbying that panel members receive and asked how members of the public could be educated to not send high volumes of emails to members of the Planning Committee to relieve pressures. The Assistant Director explained it would be difficult to stop members of the public emailing members when members email

addresses were published on the Borough Council's website. The Assistant Director added that they could look to put something on the Borough Council website to discourage members of the public from emailing members of the Planning Committee. He further added that it was for Members to effectively deal with lobbying in the correct way and forward any emails to Officers.

In response to comments from Councillor Blunt regarding the late correspondence, the Assistant Director explained the late correspondence was to make everyone aware of what had been raised and to provide transparency.

The Monitoring Officer explained the Planning Advisory Service had planning guidance which highlighted that lobbying was a normal part of the planning process but confirmed she would take members comments away and could look at what it specifically says around lobbying within their code of conduct.

In response to an additional comment from Councillor Blunt, the Assistant Director confirmed a bespoke session would be held for Members on the new code of conduct once it had been agreed.

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

**CABINET RECOMMENDATION:** To adopt the new planning member code of conduct, attached to the report.

CP120            **PANEL WORK PROGRAMME**

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Councillor Sayers requested that the Panel receive an update on Freedom of Information requests, particularly those that had not been responded to within the 20-working day statutory period. The Chair agreed to add this to the Work Programme.

**RESOLVED:** The Panel Work Programme was noted.

CP121            **CABINET FORWARD DECISIONS LIST**

**RESOLVED:** The Cabinet Forward Decisions List was noted.

CP122            **SHAREHOLDER COMMITTEE WORK PROGRAMME**

**RESOLVED:** The Shareholder Committee Work Programme was noted.

CP123

**DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel was scheduled to take place on 2<sup>nd</sup> April 2025 at 4.30pm in the Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 5.35 pm**