



Corporate Performance Panel

Agenda

Wednesday, 2nd July, 2025
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

24 June 2025

Dear Member

Corporate Performance Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 2nd July, 2025 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. Appointment of Vice Chair for the Meeting.

2. Apologies

3. Minutes (Pages 5 - 7)

To approve the minutes from the Corporate Performance Panel held on 17th June 2025.

4. Declarations of Interest (Page 8)

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.

5. 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.

6. 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.

7. Chair's Correspondence (if any)

8. Call Ins (if any)

9. Cabinet Report- Leisure Facilities Feasibility Study (Pages 9 - 18)

10. Cabinet Report- 2025 Staff Cost of Living Pay Award (Pages 19 - 26)

11. Cabinet Report- Revenue Outturn Report (Page 27)

12. Cabinet Report - Capital Outturn Report (Page 28)

13. Cabinet Forward Decisions List (Pages 29 - 32)

14. Panel Work Programme (Pages 33 - 36)

15. Shareholder Committee Work Programme (Pages 37 - 44)

16. Date of Next Meeting

To note that the next meeting of the Corporate Performance Panel is scheduled to take place on 3rd September 2025 at 4:30pm in the Council Chamber, Town Hall.

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

18. **EXEMPT - Cabinet Report - Capital Outturn - Exempt Element of the Report** (To Follow)
19. **EXEMPT - Cabinet Report- Microsoft Enterprise Agreement 2025-2028**
(Pages 45 - 52)

To:

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

Portfolio Holders:

Councillor Beales – Leader of the Council

Councillor Ring – Deputy Leader and Portfolio Holder for Business

Councillor Morley – Portfolio Holder for Finance

Officers:

Honor Howell – Assistant Director, Transformation and Change

Paul Lowes – Assistant Director, Corporate Services

Carl Holland – Deputy Section 151 Officer

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CORPORATE PERFORMANCE PANEL

**Minutes from the Meeting of the Corporate Performance Panel held on
Tuesday, 17th June, 2025 at 4.30 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors Long (Chair), Bhondi, Blunt, Dickinson, Jones, Nash,
Rose, Ryves, Sayers and Spikings.

PRESENT UNDER STANDING ORDER 34: Councillors Beal, Bubb, Coates, de
Winton, Heneghan (remotely), Kunes, Parish and Ware.

PORTFOLIO HOLDERS:

Councillor Beales – Leader of the Council
Councillor Lintern – Portfolio Holder for Culture and Events
Councillor Moriarty – Portfolio Holder for Planning and Licensing
Councillor Morley – Portfolio Holder for Finance
Councillor Ring – Deputy Leader and Portfolio Holder for Business
Councillor Rust – Portfolio Holder for People and Communities.

OFFICERS:

Kate Blakemore – Chief Executive
Michelle Drewery – Deputy Chief Executive
Stuart Ashworth – Assistant Director, Environment and Planning
James Arrandale – Deputy Monitoring Officer
James Grant – Principal Project Manager
Duncan Hall – Assistant Director, Regeneration

CP17 APOLOGIES

There were no apologies for absence.

CP18 DECLARATIONS OF INTEREST

There were no declarations of Interest.

CP19 URGENT BUSINESS UNDER STANDING ORDER 7

There was none.

CP20 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillors Beal, Bubb, Coates, Heneghan, Kunes, Parish and Ware.

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

None.

CP22 **CABINET REPORT - 2025-2027 ACTION PLAN**

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

The Chief Executive presented the 2025-2027 Action Plan which covered the final period of the Corporate Strategy which outlined how key activities had been prioritised to deliver the Corporate Strategy and met the needs of the residents of the Borough.

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

Councillor de Winton addressed the Panel under Standing Order 34 commenting that he would like to see more information in the plan relating to business support and promoting enterprises. The Chief Executive explained that the Council did support businesses on a daily basis, however as this was "business as usual" it was not included in the Action Plan. The purpose of the Action Plan was to include actions over and above the usual business of the Council.

The Assistant Director, Regeneration, commented that the Council had a dedicated Business Development Officer who worked within businesses. He also referred Members to the Economic Strategy and regeneration programmes which supported and encouraged businesses.

Councillor Ryves commented that destination and tourism businesses should also be included in the Action Plan.

The Panel acknowledged that work with businesses was ongoing within the Council, however felt that this should be referred to within the Action plan and would ask Cabinet to consider this addition.

The Leader of the Council acknowledged the comments of the Panel and highlighted the dedicated post in place for Business Development.

RESOLVED: That the Corporate Performance Panel support the recommendations to Cabinet as set out below and ask Cabinet to consider including reference to the work the Council carried out to support and develop businesses.

CABINET RECOMMENDATION: That Cabinet resolve to endorse and adopt the Action Plan for 2025-2027.

CP23 **DATE OF NEXT MEETING**

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

CP24 **EXCLUSION OF PRESS AND PUBLIC**

[Click here to view the 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 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 12 A to the Act.

CP25 **CALL IN OF CABINET MEMBERS DELEGATED DECISION -
STYLEMAN COURT DISPOSAL STRATEGY**

The Panel dealt with the call-in in accordance with Standing Order 15.33.

The Proposer of the call-in, Councillor Parish, addressed the Panel about the call-in and why it should be upheld, reading out his statement as included in the Agenda.

The Chair invited the supporters of the call-in to address the Panel and Councillors Nash and de Winton addressed the Panel.

Councillor Ring, Portfolio Holder for Business, addressed the Panel speaking in support of the original delegated decision, inviting the Assistant Director for Environment and Planning, the Assistant Director for Regeneration and the Principal Project Manager to provide information as appropriate.

The Chair invited Members present under Standing Order 34 to address the Panel. Councillors Kunes, Coates, Bubb, Beal and Ware spoke on the item.

The Chair invited the Panel to debate the call-in and officers and Members responded to questions and comments.

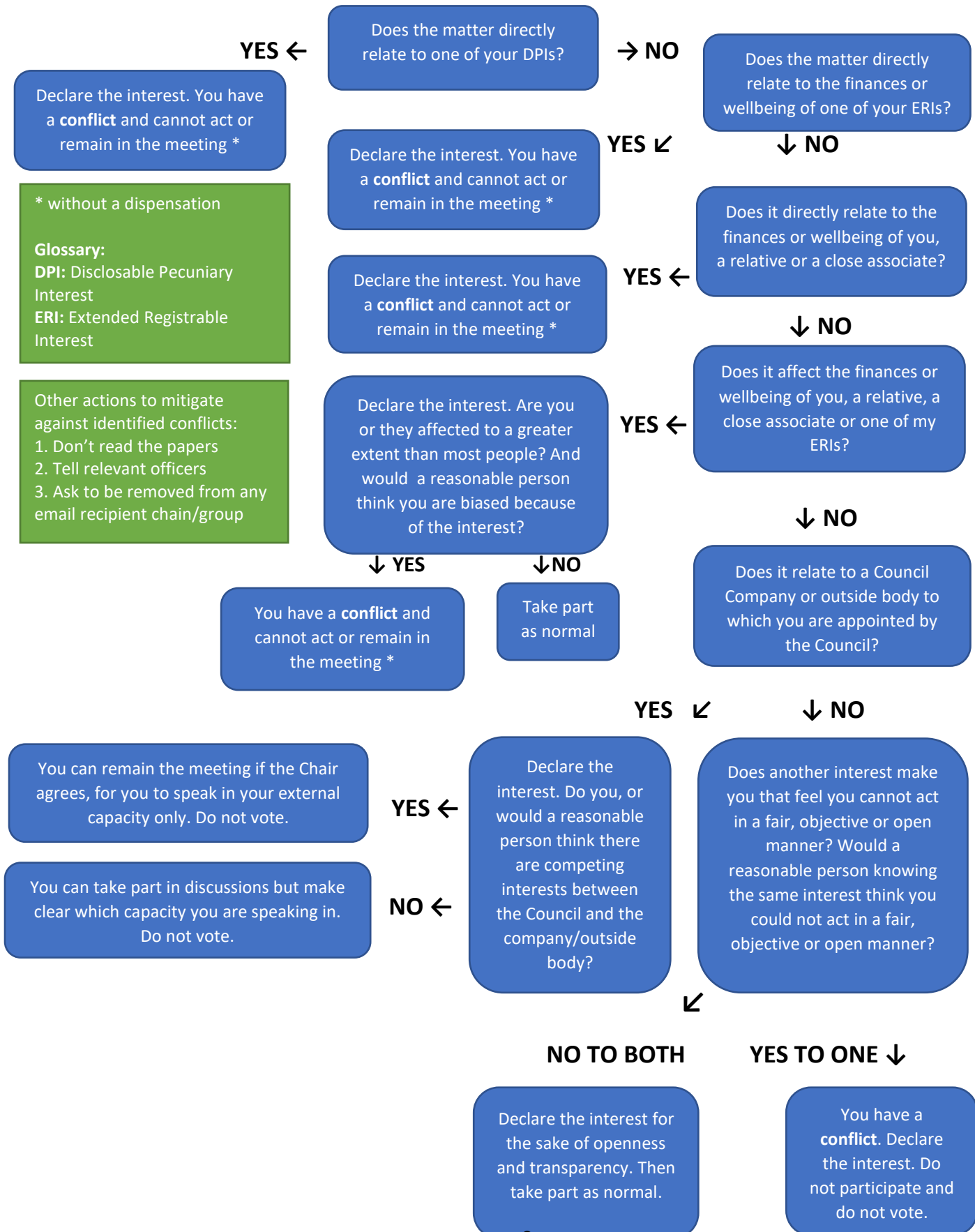
RESOLVED: The Panel voted not to uphold the call-in and that the original decision could proceed.

The meeting closed at 5.37 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	2 nd July 2025		
TITLE:	Leisure Facilities Feasibility Study		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Deputy Leader and Portfolio Holder for Business		
REPORT AUTHOR:	Honor Howell – Assistant Director		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Cabinet Report provides information on commissioning the feasibility studies following the Cabinet Decision from December 2024.
KEY ISSUES:
Members are directed to the attached Cabinet report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached Cabinet report for full details of the options.
RECOMMENDATIONS:
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :			
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		YES /NO	
	Discretionary /	Need to be recommendations to Council		YES/ NO	
	Operational	Is it a Key Decision		YES/ NO	
Lead Member: Cllr Simon Ring E-mail: cllr.simon.ring@west-norfolk.gov.uk			Other Cabinet Members consulted: Leader		
			Other Members consulted: Leisure Working Group Corporate Performance Panel		
Lead Officer: Honor Howell Assistant Director Transformation and Change E-mail: honor.howell@west-norfolk.gov.uk			Other Officers consulted:		
			Michelle Drewery – DCEX and S.151 Kate Blakemore – CEX Richard Allen – AD Leisure and Culture Siobhan Cleave – Head of Leisure		
Financial Implications YES/ NO	Policy/ Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/ NO	Environmental Considerations YES/ NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 21 JULY 2025

RENEWAL PLAN FOR ST JAMES AND OASIS SWIMMING POOLS

Summary

On 10 December 2024, Cabinet resolved to provide funding to engage consultants to carry out RIBA stage 2 for St James Swimming Pool in King's Lynn and the Oasis in Hunstanton.

Work has since been undertaken to complete RIBA stage 2 for both St James Pool and Oasis, in terms of St James RIBA stage 2 this has included the exploration of where the swimming pool at St James could be relocated to, concluding that Lynnsport is the preferred option.

This report therefore asks Members to consider progressing the option of relocating St James Pool to Lynnsport and a wider refurbishment of this site to RIBA stage 3.

Members are not being asked to consider progressing Oasis at this time to enable essential repair work on the promenade in Hunstanton to be considered by Cabinet and Council later this year alongside the wider Hunstanton Masterplan due to be completed in 2026.

Recommendations

Cabinet Resolves:

Recommendations to Full Council:

- Note x2 RIBA stage 2 reports (not full Council)
- Recommendation to progress to RIBA 3 for Lynnsport (not full Council)
- Cabinet recommends to council an amendment to the capital programme of **£1,462,184** to progress to RIBA Stage 3
- Cabinet and council note that a further report at the end of RIBA stage 3 for Lynnsport will be brought forward in December 2025.

Reason for Decision

To progress the design and survey work to support the completion of the business case for a major upgrade of Lynnsport, incorporating a swimming pool to replace St James Swimming Pool which is at the end of its economic life, ensuring continuity of provision of sports, swimming and leisure facilities for the residents of West Norfolk residents but also significantly enhancing the social value and positive impact on resident wellbeing within the community.

1 Background

- 1.1 On 10 December 2024, Cabinet resolved to provide funding to engage consultants to carry out RIBA stage 2 for St James Swimming Pool in King's Lynn and the Oasis in Hunstanton, as both facilities are at the coming to end of their economic life and will require significant capital investment to remain open and operating. The swimming pools currently require a subsidy of circa £1.4m which is expected to increase over the next two years.
- 1.2 Against the backdrop of Local Government Reorganisation, it is vital that West Norfolk continue to conduct 'business as usual' and provide health and wellbeing services and facilities to ensure the residents of West Norfolk have access to affordable, modern and fit for purpose facilities which will contribute to increasing activity levels in the borough. Swimming and leisure centres play a vital role in creating active and healthy communities, ensuring the continuation of essential provision for our local health providers and social services, acting as key partners in promoting public health and community welfare, as well as teaching children and adults to swim, a lifesaving skill for residents living in a coastal area.

2.0 St James Pool

- 2.1 In developing the proposals for St James, a feasibility study was undertaken exploring the suitability of various sites both within Kings Lynn Town Centre and Lynnsport.
- 2.2 In evaluating the potential sites for St James the following criteria was considered:
- Whether the site would accommodate a small, medium or large pool
 - If there was parking provision on-site or nearby
 - If the location was suitable for service/delivery access
 - The potential for delivery at pace
 - The likelihood of an approved planning application
 - Council ownership of land/council control/lease arrangement
- 2.3 The study concluded there were no suitable alternative sites for a swimming pool/leisure facility in King's Lynn town centre and that relocating St James Swimming Pool to Lynnsport provided the most viable option. Consideration has been given whether to build the new swimming pool at Lynnsport as an additional 'bolt on' to the existing building or to incorporate the construction of the swimming pool into a major re-build of Lynnsport which is now over 40 years old and requires significant capital investment to modernise the building.

Whilst Lynnsport is a large site, the following factors needed to be considered including:

- The ongoing house building programme at Lynnsport (Lynnsport One is currently underway)
- The development of the Adapted Sports Hub which has been granted planning permission and when built, will be located by the existing hockey pitches
- The Lynnsport playing field is a dedicated 'Field in Trust' and is an important outdoor green space for local residents
- There are existing rights of way and a historic bridlepath on the Lynnsport site
- The age of Lynnsport and the need for modernisation of the facilities
- The stakeholder/partner organisations who are also located at Lynnsport such as the College of West Anglia, the various clubs including the Pelicans Hockey Club The needs of the local demographics noting that 58% of pupils from disadvantaged areas cannot swim
- Strategic consideration of the latent demand of our area, including a review of facility demand and mix based on population growth and activity trends

- 2.4 It has been concluded that a re-build of Lynnsport on its existing footprint would be the most economical and beneficial option for the council and would provide the most significant return on investment with an uplift in the use of the facilities.

3. Oasis, Hunstanton

In evaluating the potential sites for Oasis the following criteria was considered:

- Whether the site would accommodate a small, medium or large pool
- If there was parking provision on-site or nearby
- If the location was suitable for service/delivery access
- The potential for delivery at pace
- The likelihood of an approved planning application
- Council ownership of land/council control/lease arrangement

- 3.1 As a result various potential site options were investigated as alternatives to the current location of Oasis. The current conclusion is that the existing location of the Oasis presented the best opportunity to re-provide a sport and leisure centre in Hunstanton. However, this is pre-emptive of the completion of the Hunstanton Masterplan as the Oasis is likely to be a material and integral aspect of the masterplan as it continues to be developed.

- 3.2 The Hunstanton promenade, on which Oasis is currently located, is itself the subject of a future cabinet report as essential repair work to the promenade and sea defences are needed. Considering these works, together with the continuing development of the Hunstanton Masterplan due in 2026, it is a unique opportunity to reflect on the options for the Oasis, the wider economy and leisure provision in Hunstanton and ensure any decisions taken support the final strategic vision for the area. It therefore is prudent to await the outcome of the masterplan before committing to further development of the business plan for the Oasis.

- 3.3 It therefore feels sensible to pause the work on Oasis until the promenade works are better understood and the Masterplan for Hunstanton is completed.

- 3.4 Members are asked to note that the planned capital programme for the Oasis, i.e. new lockers and ongoing maintenance will continue in the intervening period.

4.0 Next Steps

- 4.1 The original Cabinet decision agreed to fund the feasibility studies for St James Swimming Pool and Oasis to RIBA Stage Two. This work has now been completed with potential designs produced for consultation

with stakeholders as the project progresses. Please see attached the two RIBA stage 2 reports (Appendix 1 & Appendix 2.)

- 4.2 To continue develop the proposal around moving the swimming water currently provided for at St James to Lynnsport, further surveys and design works are required which will, in turn, give the council more detail to enable it to make an informed decision on whether to progress to the final pre-construction gateway (RIBA stage 4). A Stage 3 report, leading into Stage 4 will provide an interim step before committing to full 'cost certainty' which includes detailed design/surveys/costs and additional fees.

- 4.3 At the completion of Stage 3 for Lynnsport, the Council will receive:

- Indicative layouts / designs (informed by surveys)
- Itemised build cost plan
- Total project costs
- Essential survey reports
- Equipment designs and visuals
- Outline Strategy
- Wider public and stakeholder engagement and responding to local need
- Business case to support the proposals

This will give the council the level of information required to make an informed decision on whether to progress to the final pre-construction gateway.

5. Financial Implications

- 5.1 The cost to progress to RIBA Stage 3 for Lynnsport is **£1,462,184**. This cost will form part of the overall estimated cost for the construction works at Lynnsport. These costs have been based on Gross Internal Floor Area (GIFA) sqm costs for building the facilities designed. This cost may be funded from a review of the Council's existing earmarked reserves to be undertaken early in 2025/2026, to follow the closedown of the previous financial year. This will require the re-prioritisation of the existing earmarked reserves to identify where there is no planned commitment for reserves or adverse risk to the Council of diverting lower priority funds to this project.

- 5.2 **The overall cost of the project is currently estimated to be £46m.**

- 5.3 During the next phase, the funding options and affordability will be considered. This work will include modelling the financial business case for Lynnsport if the pool water is moved there alongside wider renovations, work is also underway to identify potential sources of funding

6. Personnel Implications

- 6.1 There are no direct personnel implications identifiable at this stage. Project management will be undertaken by the consultants and overseen by the Chief Operating Officer and the Chief Executive in consultation with the Member Working Group.
- 6.2 The council has a significant number of projects in progress, both capital and operational as well as Local Government Reorganisation which will impact of the resources available to deliver further projects. As the council moves forward with the feasibility of the leisure facilities investment, further consideration of the resource capacity available will need to take place. In this respect the projects will need to be phased, and it is unlikely they can both be taken forward simultaneously.

7. Environmental Considerations

- 7.1 The design of Lynnsport will incorporate improved energy efficiency, renewable energy and general reductions in our carbon footprint. There are no specific environmental considerations within this report.

8 Statutory Considerations

- 8.1 There are no statutory considerations.

9. Equality Impact Assessment (EIA)

- 8.1 Pre-screening form is attached.

9 Risk Management Implications

- 9.1 Both St James and Oasis are nearing the end of their economic life. Not taking action to invest in capital works to the existing facilities or consider alternative provision could result in the closure of either facility.
- 9.2 For Oasis this risk will be mitigated while the project is paused by continuing with planned capital programme maintenance work to ensure the facility remains open and operating.

10. Declarations of Interest / Dispensations Granted

- 10.1 None

11 Background Papers

- 11.1 [Cabinet Report 10.12.2024](#)

Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Leisure Facilities Capital Investment Plan				
Is this a new or existing policy/service/function? <i>(tick as appropriate)</i>	New		Existing		
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	Capital investment in the potential relocation and rebuild of St James Swimming Pool to Lynnsport and major improvement works to Oasis.				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>	Portfolio Lead, Leader of the Council, Member Working Group, Corporate Leadership Team. Initial consultation with stakeholders at each location.				
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, 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> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Sex			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Armed forces community			x	
	Care leavers			x	
	Health inequalities*			x	
Other (eg low income, caring responsibilities)			x		

*For more information on health inequalities please visit The King's Fund					
Please provide a brief explanation of the answers above:					
Question		Answer	Comments		
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?		Yes / No			
3. Could this policy/service be perceived as impacting on communities differently?		Yes / No			
4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section		Yes / No	Actions: Actions agreed by EWG member:		
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: Decision agreed by EWG member:					
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?		Yes / No	Please provide brief summary:		
Assessment completed by:		Honor Howell			
Name					

Job title	Assistant Director, Transformation and Change		
Date completed	19.06.25		
Reviewed by EWG member		Date	

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	2 nd July 2025		
TITLE:	Cost of Living Pay Award		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Leader of the Council		
REPORT AUTHOR:	Paul Lowes – Assistant Director		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Cabinet Report implements the annual cost of living pay increase for employees.
KEY ISSUES:
Members are directed to the attached Cabinet report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached Cabinet report for full details of the options.
RECOMMENDATIONS:
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

REPORT TO CABINET

<i>Open</i>		Would any decisions proposed :			
Any especially affected Wards	Discretionary /	Be entirely within Cabinet's powers to decide		YES	
	Operational	Need to be recommendations to Council		YES	
	Is it a Key Decision		YES		
Lead Member: Leader E-mail: Cllr.Alistair.Beales@west-norfolk.gov.uk			Other Cabinet Members consulted: Cllr Simon Ring		
Lead Officer: Paul Lowes Direct Dial: 01553 616602			Other Members consulted:		
			Other Officers consulted: Management Team Trade Unions		
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications NO	Equal Impact Assessment YES If YES: Pre-screening	Risk Management Implications YES	Environmental Considerations NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 21st July 2025

COST OF LIVING PAY AWARD

Summary

The Council's annual pay increase (cost of living award) for employees has been locally determined since 1991. A review of the current approach to determining the award has resulted in a recommendation for change with effect from 1st April 2026. An agreed approach for the 2025 award has also been proposed as part of this review.

Recommendation

1. That with effect from 1st April 2026 the Council agrees to adopt the National Joint Council for Local Government Services annual cost of living pay award, as determined by the national pay bargaining process on an ongoing basis.
2. That the Council agrees that it's 2025 cost of living pay award should match the award agreed via the NJC national pay bargaining process.

Reason for Decision

To implement an annual cost of living pay increase for employees which is consistent with the outcomes of the national pay bargaining processes undertaken by the National Joint Council for local government.

1 Background

1.1 The Council's annual pay increase for all employees has been locally determined since 1991.

1.2 The process to determine the annual pay increase has involved researching and considering a range of data, including RPI and CPI figures, other public sector pay settlements, reviewing national living wage rates and increasingly tracking progress with the national pay bargaining process to develop proposals for discussion with the Leader and other relevant portfolio holders before consulting with trade unions on our proposals.

1.3 Locally determined pay increases over the past 5 years have been as follows:

2020/21	2.5% and a minimum wage of £9.25 per hour
2021/22	2.5% and a minimum wage of £9.50 per hour
2022/23	£1925 or 4% and a minimum wage of £10.50 per hour
2023/24	£1925 or 5% and a minimum wage of £11.59 per hour
2024/25	£1290 for all staff earning less than or equal to the equivalent of the national spinal column point 43, or 2.5% for all employees earning over this point, and a minimum wage of £12.26 per hour

1.4 The context for determining the cost of living pay award has become increasingly challenging in recent years, influenced by changes in inflation levels, wider public sector pay negotiations and delays with agreeing the national pay settlement for local government employees. As a result, over the past ten years the Council's locally determined pay award has been consistent with the national pay settlement.

1.5 The position of having a locally determined pay award, but in effect matching the national settlement, creates uncertainty for employees and additional work for all those involved in the local pay determining process.

1.6 Informal discussions over the past two to three years have indicated that an alternative way forward could be to agree to re-join the national pay bargaining process and adopt the national pay settlement on an ongoing basis. As it seems likely that the national pay negotiations for 2025 will again become protracted, the opportunity has been taken to formalise these discussions and undertake formal consultation with Unions on a proposal to move to adopting the national pay settlement.

1.7 As part of this work, it has also been agreed to bring forward a proposal to agree to apply the national pay settlement for 2025 as our locally determined cost of living award for the current year. This increase would be effective backdated to 1st April 2025 when agreed. A decision to adopt this approach will enable a speedier implication of the award when it is agreed (the alternative being to bring forward a proposal through the democratic process once the national award has been agreed, which will add delay to the implementation of this year's cost of living award).

2 Options Considered

- 2.1 Option 1 – no change – continue to develop proposals locally, taking into account relevant information including the national pay settlement.
- 2.2 Option 2 - agree to formally agree to adopt the pay settlement negotiated by the National Joint Council for local government services with effect from 1st April 2026. If option 2 is supported, it is also proposed to agree to adopt the national pay settlement for 2025 as our locally determined cost of living pay award for 2025.

3 Proposal

- 3.1 Based on our practice over recent years, it is proposed that the Council determines to match the national settlement for its annual cost of living pay award for 2025 and to formally agree to adopt the national settlement on an ongoing basis with effect from 1st April 2026.
- 3.2 Adopting the national pay settlement will bring clarity to the process followed for all involved and ensure that our employees are paid a cost of living award consistent with that determined by national pay negotiations for local government. Whilst it would remove the potential for the Council to award a different amount to the national settlement, in reality this option has not been exercised for some years and it could now be difficult to justify paying an alternative amount.
- 3.3 Adopting the national settlement also removes flexibility around timescales for determining the pay award, but again in recent years the Council has waited until the national settlement has been reached before bringing forward its own proposals, so in practice the option to exercise this flexibility has not been used.
- 3.4 A formal decision to adopt the national pay settlement going forward would also remove the need for proposals to be brought through the democratic process in future years as once agreed the national pay settlement would be automatically implemented for Council employees.
- 3.5 This approach is supported by our trade unions as set out in the feedback provided as part of our formal consultation process with them (see section 4).
- 3.6 It has been noted that the majority of other Norfolk authorities adopt the national pay settlement. This proposal would therefore re-align this element of our terms and conditions of employment with those of other authorities ahead of local government reorganisaiton.

4 Consultation and Trade Union Comments

Unison and GMB have been consulted regarding the proposals outlined in this report, their comments are as follows:

UNISON:

UNISON West Norfolk consulted members by email and at four face-to-face or hybrid meetings at King's Court and satellite offices. In addition, a survey was sent to members asking for opinions on the consultation on matching the NJC pay award and how they are coping financially.

A summary of the result of the survey is below:

Should the BCKLWN April 2025 local cost of living pay award match the NJC national settlement?

YES 97%

NO 3%

Would you be prepared to wait to see what is agreed for national cost of living pay award before pay is agreed at BCKLWN so that the employer can match the NJC settlement?

YES 90%

NO 10%

Do you want the employer to officially adopt the NJC cost of living pay award from April 2026 so that you can be involved in the national pay bargaining process?

YES 98%

NO 2%

Therefore, the majority of Unison members who engaged with the consultation support the proposed changes and agree that employees in West Norfolk should have the cost of living pay award determined in line with the NJC process.

The majority supported the proposals:

- To match the 2025 NJC national settlement via our local process in 2025
- To re-join the national pay bargaining process and adopt the NJC cost of living award with effect from 1st April 2026

GMB:

No response to the consultation was received

7 Financial Implications

- 7.1 The Council's Medium Term Financial Strategy as agreed at Council in February 2025 includes budget provision to meet the costs of a pay award up

to the equivalent of a 2.5% increase across all pay grades. A contingency budget of £350k was also set aside to provide for the option of a flat rate offer for the lower grades which fall above 2.5%. This is in line with the structure of recent pay awards.

- 7.2 The proposed pay offer for 2025/26 of 3.2% is currently being consulted on with trade unions. Whilst this is above the 2.5% built into budget, it can be met within the total budget including the contingency amount. It is currently estimated that circa £250k budget will be remaining. This allows some provision should the final pay offer settlement be higher than 3.2%. Any additional funds needed will need to be identified from the general fund reserves and built into the budget going forward. Should the settlement be within budget then any underspend can be paid back to the general fund reserves to support the council's budget position going forward.
- 7.3 The above financial implications also take into account the transfer of Alive West Norfolk staff into the council from 1 April 2025.
- 7.5 The budget provision for future years pay award will be considered as part of the budget setting process each year in the lead up to setting the Medium Term Financial Strategy.

8 Statutory Considerations

There are no statutory considerations, other than the requirement to pay the National Living Wage.

9 Equality Impact Assessment (EIA)

An Equality Impact Assessment pre-screening form has been completed and is attached to this report.

10 Risk Management Implications

- 10.1 As set out in Section 7 above, the recommendations can be met from within current budget provision.
- 10.2 The recommendation ensures that employees will receive an annual cost of living award that has been negotiated nationally, rather than one which has been determined locally and so removes the risk of being out of kilter with other local authorities.

11 Declarations of Interest / Dispensations Granted

None.

12 Background Papers

None.



Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Cost of Living Pay Award				
Is this a new or existing policy/ service/function? <i>(tick as appropriate)</i>	New		Existing	√	
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	Proposal is to move from our current local process for determining an annual cost of living pay award for employees to adopting the national pay settlement agreed by the NJC for local government employees				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>	Portfolio Holder, Unions, Chief Executive				
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, 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. NB. Equality neutral means no negative impact on any group.</p> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age			√	
	Disability			√	
	Sex			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
	Armed forces community			√	
	Care leavers			√	
Other (eg low income, caring responsibilities)			√		
<p>Please provide a brief explanation of the answers above:</p> <p>The arrangements will be applied equally to all staff, irrespective of grade, working hours, working location or job role. The proposal does not give additional certainty as to when the cost of living pay award will be agreed (which could potentially be a positive impact for those on a low income), as this will be dependant on national negotiations, but it will ensure the amount payable is consistent with that paid</p>					



to the majority of local government employees, particularly the majority of local government employees in Norfolk. The process for implementation will be quicker as any award agreed nationally will only require ratification by the local Trade Union office and not need to be negotiated further.

Question	Answer	Comments
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?	No	
3. Could this policy/service be perceived as impacting on communities differently?	No	
4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions: Actions agreed by EWG member:
<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>		
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	Please provide brief summary:
Assessment completed by:	Becky Box	
Name		
Job title	Assistant Director Central Services	
Date completed	14th April 2025	
Reviewed by EWG member	Charlotte Marriott	Date 15.04.25

✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	2 nd July 2025		
TITLE:	Revenue Outturn Report		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Finance		
REPORT AUTHOR:	Carl Holland – Assistant Director		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Cabinet Report presents the Revenue Outturn Report for consideration.
KEY ISSUES:
Members are directed to the attached Cabinet report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached Cabinet report for full details of the options.
RECOMMENDATIONS:
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	2 nd July 2025		
TITLE:	Capital Outturn Report		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Finance		
REPORT AUTHOR:	Carl Holland – Assistant Director		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Cabinet Report presents the Capital Outturn Report for consideration.
KEY ISSUES:
Members are directed to the attached Cabinet report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached Cabinet report for full details of the options.
RECOMMENDATIONS:
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

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
Special Meeting 7 July 2025						
	Guildhall and Creative Hub	Key	Council	Business & Culture Asst Dir – A Baker		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
21 July 2025						
29	2025 Staff cost of living pay award	Key	Cabinet	Deputy Leader		Public
	Action Plan 2025-2027	Key	Council	Leader Chief Executive		Public
	Changes to Social Housing Allocations Policy	Key	Council	People and Communities Asst Dir - D Hall		Public
	MRF Extension Contract	Key	Council	Environment and Coastal Asst Dir- M Chisholm		Public
	Hilgay and Burnham Market Community Governance Reviews	Non	Council	Monitoring Officer		Public
	Council Tax Discounts and Premiums – Resolution for 2026-27	Key	Council	Finance Deputy Chief Executive		Public
	Leisure Facilities Feasibility Studies	Non	Cabinet	Business Assistant Director – H Howell		Public
	Sale of Land	Key	Cabinet	Business Assistant Director J Birch		Exempt

	Microsoft Enterprise License	Key	Cabinet	Finance Assistant Director - Corporate Services		
	Revenue Outturn 2024/2025	Key	Cabinet	Finance Portfolio Holder Assistant Director - Finance	Council Financial Plan 2023 – 2028 Monthly Monitoring Reports 2023/2024	Public
	Capital Outturn 2024/2025	Key	Cabinet	Finance Portfolio Holder Assistant Director - Finance	Cabinet Reports Approved Financial Plan 2023/2028 Council Approved Financial Plan 2023/2028 Capital Strategy 2024/2025 Monthly Monitoring Reports 2024/2025	Both

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
16 September 2025						
	King's Lynn Enterprise Park	Non	Cabinet	Business and Culture Asst Dir – D Hall		Public
	CIL Governance	Non	Cabinet	Planning and Licensing Asst Dir – S Ashworth		Public
	Padel Tennis	Non	Council	Deputy Leader and Business Asst Dir – R Allan		Public
	Review of Constitution	Non	Council	Leader Monitoring Officer		Public
	Cemeteries	Key	Cabinet	Operational & Commercial		Private
	Recommendations from the Regeneration and Development Panel –	Non	Cabinet	Planning and Licensing and Leader of the Council Assistant Director Duncan Hall		Public

	Transport Informal Working Group					
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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
11 November 2025						
	Plan for Neighbourhoods Fund	Non	Council	Leader Asst Director – Regeneration, Housing and Place		Public
	Local Nature Recovery Strategy (Adoption)	Non	Council	Climate Change and Bio Diversity 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
9 December 2025						

Items to be scheduled

	King's Lynn Transport Strategy – to go on 3 rd March 2026	Key	Council	Planning and Licensing Asst Dir D Hall		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader		Part Public and part 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
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
	King's Lynn Town Football Club	Non	Cabinet	Property		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Housing Assurance Strategy	Non	Council	People and Communities Asst Dir M Whitmore		Public
32	Domestic Abuse Tenants/Residents Policy and Domestic Abuse Intersectionality Policy	Non	Council	People and Communities Asst Dir - D Hall		Public
	IT Hardware Refresh	Key	Cabinet	Finance Assistant Director - Corporate Services		Private

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2025/26

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
21st May 2025 at 4.30pm	Call-ins (if any)	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		
	Appointment of Vice Chair for the Municipal Year	Operational	Democratic Services Officer	
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To review and select Members to sit on groups established by the Panel
	Cabinet Report – Full Year Performance Management Report	Cabinet Report	Corporate Performance Officer	To consider the report and make any appropriate recommendations to Cabinet.
	2025-2026 Performance Indicator Target Setting Report		Corporate Performance Officer	To consider the targets for 2025-2026
	Cabinet Report – Debt Recovery Policy	Cabinet Report	Deputy Monitoring Officer	To consider the report and make any appropriate recommendations to Cabinet.
17th June 2025 at 4:30pm	Call-in- EXEMPT - Cabinet Members Delegated Decision – Styleman Court Disposal Strategy.	Call in	Duncan Hall and James Grant	To deal with the valid Call In in accordance with Standing Order 12.
	Cabinet Report – 2025-2027 Action Plan	Cabinet Report	Chief Executive	To consider the report and make any appropriate recommendations to Cabinet.

2nd July 2025 at 4.30pm	Call-ins (if any)	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		
	Cabinet Report – 2025 Cost of Living Pay Award	Cabinet Report	Interim HR Adviser	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report – Leisure Facilities Feasibility Study	Cabinet Report	Honor Howell	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report – Microsoft Enterprise Licence	Cabinet Report	Paul Lowes	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report – Revenue and Capital Outturn Reports	Cabinet Report	Carl Holland	To consider the report and make any appropriate recommendations to Cabinet.
3rd September 2025 at 4.30pm	Call-ins (if any)	Standing Item		
	Update and History of Major Housing Projects and Programme	Update	James Grant	To provide the Panel with information on completed projects and updates on current works in progress.
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		
	Report and Recommendations from the Constitution Informal Working Group	Informal Working Group Report	Monitoring Officer	To consider recommendations from the Constitution Informal Working Group.

15th October 2025 at 4.30pm	Call-ins (if any)	Standing Item		
	Council Tax Support - Final Scheme for 2026/2027	Cabinet Report	Jo Stanton	
	Council Tax Discounts and Premiums – Resolution for 2026/2027	Cabinet Report	Jo Stanton	
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		
26th November 2025 at 4.30pm	Call-ins (if any)	Standing Item		
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		
7th January 2026 at 4.30pm	Call-ins (if any)	Standing Item		
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee	Standing Item		

	Forward Plan and Work Programme.			
25th February 2026 at 4.30pm	Call-ins (if any)	Standing Item		
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		
15th April 2026 at 4.30pm	Call-ins (if any)	Standing Item		
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		

Forthcoming Items to be scheduled

Report of the Informal Working Group – Constitution – Ongoing

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
4 August 2025	<ol style="list-style-type: none"> WNHC Report on Performance against Business Plan during 2024/2025 WNHC Final Business Delivery Plan for 2025/2026 WNPL Report on Performance against Business Plan during 2024/2025 WNPL Final Business Delivery Plan for 2025/2026 Consultation on Loan Facility to WNHC Loan Facility Update for WNPL Standing item for any Reserved Matters 	Shareholder Committee	<p>Cllr Alistair Beales – Leader Alexa Baker – Monitoring Officer</p> <p>Duncan Hall/Karl Patterson (relevant Directors of Boards to be invited)</p>		<p>Items 2 and 4, 5 and 6 Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)</p> <p>Items 1 and 3 partially exempt</p>
Late October 2025	<ol style="list-style-type: none"> Report on WNHC Financial Performance during 2024/2025 		<p>Cllr Alistair Beales – Leader Alexa Baker – Monitoring Officer</p> <p>Duncan Hall/Karl Patterson</p>		<p>Items 1 and 2 Private – Contains exempt information under para 3 – information relating to the</p>

	<ol style="list-style-type: none"> 2. WNHC 6 monthly governance assurance Report (incl financial, risk, internal audit, etc) 3. WNPL 6 monthly governance assurance Report (incl financial, risk, audit, policy) 4. Reserved Matter: Loan Facility WNHC 5. Loan Facility Update for WNPL 6. Standing item for any Reserved Matters 		(relevant Directors of Boards to be invited)		business affairs of any person (including the authority)
January 2026	<ol style="list-style-type: none"> 1. Annual Review of Governance Documents for WNHC and WNPL 2. Report on WNPL Financial Performance during 2024/2025 3. Status of Alive West Norfolk 4. Mid-year update from WNHC on performance against current Business Plan 5. Draft WNHC Business Plan for 2026/2027 		<p>Cllr Alistair Beales – Leader Alexa Baker – Monitoring Officer</p> <p>Duncan Hall/Karl Patterson</p> <p>(relevant Directors of Boards to be invited)</p>		<p>Items 1, 2, 5, 7 and 8 Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)</p> <p>Items 4 and 6 partially exempt</p>

	6. Mid-year update from WNPL on performance against current Business Plan 7. Draft WNPL Business Plan for 2026/2027 8. Loan Facility Update for WNPL 9. Standing item for any Reserved Matters				
March 2026	1. WNHC Final Business Plan for 2026/2027 2. WNPL Final Business Plan for 2026/2027 3. WNHC 6 monthly governance assurance Report (incl financial, risk, internal audit, etc) 4. WNPL 6 monthly governance assurance Report (incl financial, risk, audit, policy) 5. Standing item for any Reserved Matters		Cllr Alistair Beales – Leader Alexa Baker – Monitoring Officer Duncan Hall/Karl Patterson (relevant Directors of Boards to be invited)		Items 1 and 2 Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)

Previous Meetings

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		Open

			Honor Howell – Corporate Governance Manager		
	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 and West Norfolk Property Draft Business Plans	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)
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
26 November 2024	Update on closure of Alive Management Limited	Shareholder Committee	Cllr Alistair Beales – Leader of the Council Honor Howell – Corporate Governance Manager		Public
	Update on insourcing of Alive West Norfolk Ltd	Shareholder Committee	Cllr Simon Ring – Portfolio Holder for Business and Culture Honor Howell – Corporate Governance Manager and Alive West Norfolk Client Officer		Public
	West Norfolk Property Shareholder Agreement	Shareholder Committee	Cllr Alistair Beales – Leader of the Council Karl Patterson – West Norfolk Property		Public
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting

19 February 2025	6 monthly Assurance Report – West Norfolk Housing	Shareholder Committee	Cllr Alistair Beales – Leader of the Council Duncan Hall – Chair of West Norfolk Housing		Public
	6 monthly Assurance Report – West Norfolk Property	Shareholder Committee	Cllr Alistair Beales – Leader of the Council Duncan Hall – Chair of West Norfolk Housing		Public
	Update on insourcing of Alive West Norfolk Ltd	Shareholder Committee	Cllr Simon Ring – Portfolio Holder for Business and Culture Honor Howell – Corporate Governance Manager and Alive West Norfolk Client Officer		Public
	Financing of Housing Companies	Cabinet	Cllr Alistair Beales – Leader of the Council Michelle Drewery – Section 151 Officer		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
15 April 2024	Update of closure of Alive Management	Shareholder Committee	Cllr Alistair Beales – Leader of the Council Alexa Baker – Monitoring Officer		Public
	Appointment of Directors to West Norfolk Property	Shareholder Committee	Cllr Alistair Beales – Leader of the Council		Public

			Alexa Baker – Monitoring Officer		
	Update on transfer of Alive West Norfolk	Shareholder Committee	Cllr Simon Ring – Portfolio Holder for Business and Culture Charlotte Marriott – Corporate Project Officer		Public
	Update on financing of Housing Companies	Shareholder Committee	Cllr Alistair Beales – Leader of the Council Karl Patterson – Housing Companies Michelle Drewery – DCEX and S.151 Officer		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)

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