

## **RESOURCES AND PERFORMANCE PANEL ANNUAL REPORT FOR 2015/2016**

### **Introduction**

On a personal note, I would like to thank Lorraine Gore, Kate Littlewood and Wendy Vincent for their valuable advice, support and professionalism, and all other officers who have attended to present reports or give presentations.

I would also like to express my thanks to my Vice-Chairmen, Councillor Geoff Hipperson for his support during the year.

During the Municipal Year 2015/2016 the Resources and Performance Panel held 11 meetings. The items considered at the meetings were as follows:

### **Cabinet Reports**

Review of Overview and Scrutiny

Non Domestic Rates – Extension of Transitional Relief

Devolution

Customer Services and Channel Shift

Budget

Council Tax Support Scheme 2016/2017

Housing Benefit and Council Tax Support Risk Based Verification: Policy Update

Corporate Business Plan 2015/2019

2015/2016 Budget Monitoring

Budget 2016/2017

Capital Programme 2015/2020

### **Exempt Reports**

Hunstanton Sailing Club Business Plan and six monthly progress reports. The Panel was also invited to attend a drop in session at Hunstanton Sailing Club to view the works undertaken to date.

Progress Report on the Corporate Apprenticeship Scheme

### **Monitoring Reports**

2014/2015 Full Year Performance Monitoring Report

Q1 2015/2016 Performance Monitoring and Action Report

Q2 2015/2015 Performance Monitoring and Action Report  
Q3 2015/2016 Performance Monitoring and Action Report  
Q4 2014/2015 Corporate Business Plan Monitoring Report  
Employment Monitoring Annual Report

### **Presentations**

Overview of work undertaken in the Property Services Section  
Corporate Communications Annual Update  
Corporate Business Plan  
Sickness Absence Management

### **Other Reports**

Staff Sickness Absence Annual Report 2014/2015  
2015/2016 Performance Indicator Target Setting Report  
Formal Complaints against the Borough Council 1 April 2014 – 31 March 2015  
Transforming Services and Channel Shift  
Corporate Business Plan – Summary of Actions completed during 2014/2015  
Nomination of representative to serve on Hunstanton Sailing Club Development Sub-Committee

The Panel received a training session on Treasury Management Awareness.

Councillor H Humphrey - Chairman

## **AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR 2015/2016**

During the Municipal Year 2015/2016 the Audit and Risk Committee held 6 meetings. The items considered at the meetings were as follows:

### **Cabinet Reports**

Annual Treasury Report 2014/2015

Statement of Accounts 2014/2015

Annual Governance Statement

Mid Year Treasury Report

Treasury Management Strategy 2016/2017

Risk Management Policy and Strategy Review

Final Accounts and Statement of Accounts for the year ended 31 March 2016: Revenue Outturn, Capital Programme and Resources

### **Progress Reports**

Internal Audit end of Year 2014/2015 Progress Report

Internal Audit Half Year Progress Report

### **Other Reports**

Monitoring Officer Report 2014/2015

End of year Report of the Benefits Investigations Unit and Internal Audit Work on the National Fraud Initiative

Audit Manager's Annual report

Effectiveness Reviews

Business Continuity Annual Update

Business Continuity Management Policy Statement and Strategy

Corporate Risk Monitoring Report April 2015

Strategic Internal Audit Plan 2015/2016

Review of the Effectiveness of the Audit and Risk Committee

Fraud Report

Risk Register

### **Other Reports (continued)**

Annual Audit Letter from the Borough Council's External Auditors

Annual Certification of Claims and Returns

External Audit Plan

Local Government Audit Committee Briefing Note

Strategic Internal Audit Plan

The Committee received training sessions on:

- Annual Governance Statement
- The Closing of Accounts
- How an Audit is undertaken
- Risk Assessment

Councillor Harry Humphrey - Chairman

## **REGENERATION AND DEVELOPMENT PANEL ANNUAL REPORT FOR 2015/2016**

It has been most rewarding to Chair the Regeneration and Development panel during the last year. The agenda has been packed with very interesting and varied projects all of which have given members a vast insight into future works. It has also been a platform for members to debate and investigate each project thoroughly and be involved in updates on further ongoing works which the Borough Council is taking a lead on. There is no reason to have ever felt out of the loop or behind the times as each subject matter has been well presented by Officers and Portfolio Holder, and during every meeting all members have been able to contribute from whatever side of the Political divide they might be. Constructive criticism was welcomed as we need to be sure we are utilising our finances to provide best value. I hope that by bringing projects to the table prior to final sign off and changing venues occasionally from the Committee Suite I was able to give members the advantage of visiting / re-visiting the new and sometimes forgotten 'other areas' we have to utilise. I would like to thank the Officers for their support and guidance and my Vice Chair Cllr Avril Wright for her keen eye to detail and ensuring I did not miss anyone who wanted to contribute.

During the Municipal Year 2015/2016 the Regeneration and Development Panel held 5 meetings. 6 Meetings were also held as Joint Meetings with the Environment and Community Panel, before the Panels had split into two.

The items considered at the meetings (and the joint meetings, which fall under the Regeneration and Development Panel remit) were as follows:

### **Cabinet Reports**

Various Cabinet reports relating to Compulsory Purchase Orders and land acquisitions  
Acquisition of Morston Assets Site at NORA  
Heritage Lottery Fund Application – Hunstanton  
Site Allocations Plan – Proposed Modifications  
Nar Ouse Business Park Enterprise Zone  
Lynnport Development  
Capital Programme and Budget  
Assessing King's Lynn and West Norfolk's Housing Requirement

### **Policy Review and Development**

South Quay Area Delivery Plan  
Riverfront Delivery Plan  
Events  
Arts Centre Redevelopment  
Hunstanton Heritage Gardens HLF Bid

### **Updates**

Derelict Land and Buildings Group  
Townscape Heritage Initiative  
Destination Management Plan  
Norfolk Rural Development Strategy Update and West Norfolk LEADER Programme  
Highways Works  
Town Hall Works  
Enterprise Zone

## **Tours/Visits**

Tour of the Arts Centre  
Stories of Lynn  
Tour of Lynnsport

Councillor Mrs Kathy Mellish  
Chairman of the Regeneration and Development Panel (2015/2016)  
July 2016

## **ENVIRONMENT AND COMMUNITY PANEL ANNUAL REPORT FOR 2015/2016**

This past year has been challenging as the Panels had to adjust to new areas of responsibility and a slightly different way of operating. For the first few meetings we had effectively “buy one get one free” as we had joint meetings with some challenging agendas but things evolved and the new ways and responsibilities are working well now. The idea that the panel is now more proactive rather than just in effect rubber-stamping items on the agendas has led to a much more effective way of working within the overall system and I think has made the work more interesting. Certainly I have noticed the members being more involved in the debate and decision-making process – and I hope that they feel the same!

The body of the report shows the wide range of subjects that come before us so I need not highlight them again, suffice to say that I am sure that West Norfolk is a safer and more enjoyable place to live and work in and to visit as a result of our efforts.

My thanks to all members and to the officers who keep us up to date with happenings in the Borough – and beyond sometimes – and especially to the three who sit nearest to me and make sure I keep somewhere close to our agenda timescales!

During the Municipal Year 2015/2016 the Environment and Community Panel held 5 meetings. 6 Meetings were also held as Joint Meetings with the Regeneration and Development Panel, before the Panels had split into two.

The items considered at the meetings (and the joint meetings, which fall under the Environment and Community Panel remit) were as follows:

### **Cabinet Reports**

Fields in Trust  
Neighbourhood Plans  
Site Allocations Plan – Proposed Modifications  
Residential Caravan Site Licensing  
Hackney Carriage and Private Hire Licensing Fees  
Gambling Act Policies  
Licensing Act Policies  
Smoke and Carbon Monoxide Regulations  
Capital Programme and Budget  
Community Infrastructure Levy  
Electric Vehicles Charging Policy

### **Policy Review and Development**

Grounds Maintenance

### **Updates**

Update on Black Bin Recycling Working Group  
Internal Drainage Board Boundary Changes  
Flood and Emergency Planning Update  
Alive Leisure Update  
Recycling Rewards Scheme  
Update on the Work of the Norfolk Coast Partnership  
Food Safety Team  
Norfolk Museums Service

West Norfolk Disability Forum  
Air Quality  
Crematorium Works

**Tours/Visits**

Tour of the Arts Centre  
Stories of Lynn  
Tour of Lynnsport

Councillor Colin Sampson  
Chairman of the Environment and Community Panel 2015/2016