

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

**CORPORATE PERFORMANCE PANEL**

**Minutes from the Meeting of the Corporate Performance Panel held on Monday, 10th September, 2018 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor H Humphrey (Chairman)  
Councillors B Ayres, P Beal, R Bird, I Devereux, G Howman, J Moriarty, A Morrison, D Pope, T Tilbrook and J Westrop (substitute)

**Portfolio Holders**

Councillor A Beales – Corporate Projects and Assets  
Councillor Mrs E Nockolds – Culture, Heritage and Health

**Officers:**

Chris Bamfield, Executive Director Commercial Services  
Becky Box, Policy, Performance and Personnel Manager  
Nikki Patton, Housing Strategy Officer  
Joanne Stanton, Revenues and Benefits Manager

**Observing:**

Councillor I Devereux, Portfolio Holder for Environment

**Under Standing Order 34:**

Councillor R Bird for CP37

**By invitation:**

Mr T Devenish – Representative from Hunstanton Sailing Club for CP36

CP29 **APOLOGIES**

Apologies for absence were received from Councillors J Collop, B Long and D Tyler.

CP30 **MINUTES**

The minutes of the meeting held on 17 July 2018 were agreed as a correct record and signed by the Chairman.

CP31 **DECLARATIONS OF INTEREST**

Councillors J Moriarty and T Tilbrook declared a personal interest in Item 8 – Council Tax Discounts 2018/2019 and 2019/2020 as landlords.

CP32 **URGENT BUSINESS UNDER STANDING ORDER 7**

## **Cabinet Report 18 September 2018 – Accelerated Construction Programme**

**RESOLVED:** The press and public be excluded from the meeting under Section 100A of the Local Government Act 1972 for consideration of the appendices for the Accelerated Construction Scheme item on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosure the information.

The Housing Strategy Officer presented the report on the Accelerated Construction Programme (ACP) which would be considered by Cabinet on 18 September 2018.

The report provided information on the funding offered to the Borough Council in August 2018 through the ACP. The Panel was informed that the programme had been established by Central Government to support Local Authorities to unlock barriers to delivery on public sector land on which housing could be delivered.

Members were advised that the Council had been offered grant funding on seven sites subject to final negotiation and acceptance of terms by the Council. The purpose of the report is to seek approval to accept the grant on each of the seven sites and inform the Cabinet of the requirements of the grant funding.

The Portfolio Holder – Corporate Projects and Assets and the Housing Strategy Officer responded to questions from the Panel.

**RESOLVED:** That the Corporate Performance Panel supports the recommendations to Cabinet as set out below:

- 1) The Council formally accepts the total sum of £9,814,567 (minimum amount offered could be subject to change) offered to the Council by Homes England under the Accelerated Construction Programme.
- 2) Cabinet delegates to the Chief Executive in consultation with the Housing and Community Portfolio Holder and the Corporate Projects and Assets Portfolio Holder:
  - a) The Authority to negotiate and agree the final terms of contract with Homes England under which the grant will be accepted.
  - b) Authority to negotiate and agree with the College of West Anglia (COWA) a development option/agreement to deliver

the COWA site in conjunction with the adjacent Council owned site.

- c) Spend of the Accelerated Construction Programme grant in accordance with the terms of the contract with Homes England.
- d) The Authority to the Legal Services Manager to agree and complete any necessary and relevant legal documentation.

### **RETURNED TO OPEN SESSION**

**CP33 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor R Bird for CP33 – Hunstanton Lawn Tennis Courts.

**CP34 CHAIRMAN'S CORRESPONDENCE (IF ANY)**

There was no Chairman's correspondence.

**CP35 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

**CP36 EXEMPT REPORT: HUNSTANTON SAILING CLUB - UPDATE REPORT**

Mr T Devenish from Hunstanton Sailing Club provided the Panel with an update report and responded to questions and comments from the Members.

**RESOLVED:** That update report be noted and a further update report be given to the Panel in six months' time.

### **RETURNED TO OPEN SESSION**

**CP37 HUNSTANTON LAWN TENNIS COURTS**

At the invitation of the Chairman, Councillor Humphrey, Councillor Bird provided an overview as to why he had requested that the item be considered by the Corporate Performance Panel.

Councillor Bird provided an overview of the Hunstanton recreation grounds and the lawn tennis courts and explained that the residents of Hunstanton were paying £30 per household as special expenses for facilities that they infrequently, or ever used. The Panel was informed that the issue had been constantly reviewed over the past decade. Councillor Bird provided details of the income and expenditure for the recreation ground and lawn tennis courts.

The Executive Director, Commercial Services referred to the presentation circulated with the Agenda and drew Members' attention to the 2018/2019 Hunstanton Recreation Ground charges. The Panel was advised that the Hunstanton lawn tennis courts were not charged against special expenses.

The Executive Director, Commercial Services outlined the available options as set out below:

- Continue current arrangements.
- Look at opportunities to increase tennis access.
- Discuss Hunstanton Town Council taking responsibility for management and maintenance of the Pavilion and Recreation ground including the tennis.

The Panel was informed that discussions had been held with Hunstanton Town Council regarding taking over responsibility for management and maintenance of the pavilion and recreation ground including the tennis, who had agreed in principle to take the proposal forward.

Members were invited to ask questions, a summary of which is set out below.

The Chairman, Councillor Humphrey asked if the Lawn Tennis Association could assist in keeping the courts to the standard required and added that an online booking system would be worthwhile and proposed that the Executive Director, Commercial Services and relevant officers continue discussions with Hunstanton Town Council to which the Panel agreed.

In response to questions, the Executive Director, Commercial Services explained that the Lawn Tennis Association had developed coaching schemes and advised that discussions with the Town Council had involved the whole site and included the bowls and croquet club.

Councillor Morrison commented on the proposal for Hunstanton Town Council to take over responsibility and maintenance and highlighted the importance of both the national and county tournaments and that residents should be proud to host the tournaments. He added that Hunstanton currently had no tennis club and further commented that the residents should look to promote tennis.

Councillor Nockolds, Portfolio Holder for Culture, Heritage and Health provided background information relating to the lawn tennis courts which were open to the public and provided an overview of the booking arrangements. The Portfolio Holder added that since Alive Leisure had taken over no sports development work had been undertaken. Members were advised that the Portfolio Holder had had discussions with the Lawn Tennis Association and their Development Officer (T Devenish) to consider establishing a scheme to encourage tennis in Hunstanton.

At the invitation of the Chairman, Councillor Bird addressed the Panel and explained that both residents and Councillors had done their best to promote sporting activities on the recreation ground and that he supported the opportunity to see the recreation ground run locally for the benefit of the local community and businesses and added that he was confident the Town Council could take over the responsibility for the management and maintenance.

**RESOLVED:** 1) The proposal for Hunstanton Town Council taking responsibility for management and maintenance of the pavilion and recreation ground including the tennis be discussed in detail with Hunstanton Town Council.

2) An update report and Business Plan be presented to the Panel on 27 November 2018.

CP38 **COUNCIL TAX DISCOUNTS 2018/2019 AND 2019/2020**

The Revenues and Benefits Manager presented the report which covered three proposed changes to Council Tax discounts for 2018/2019 and 2019/2020. The first is a review of the one month, 100% discount for empty and unfurnished properties. The second is the increased premiums payable for long term empty properties. The third is the introduction of a 100% discount for care leavers. The first two changes were proposed to take effect commencing from 1 April 2019, with the Care Leavers' discount commencing from 1 April 2018.

The Panel was advised that the Council could decide to do nothing and keep the discounts as they are, to make the recommended changes for 2018/2019 and 2019/2020, or to implement only some of the recommendations.

In response to questions to the percentage of rates not being collected and increasing the liability of non-payment, the Revenues and Benefits Manager explained that the Borough Council collection rates were above the national average. Members were advised that the Borough Council also had a hardship fund to assist with payment. The Revenues and Benefits Manager confirmed that the premium did not apply to any empty property while waiting for probate to be granted or where the owner was in a care home.

Following questions on identifying empty properties, the Revenues and Benefits Manager outlined the Council's current procedure and added that with some current cases the Borough Council had been successful in obtaining a charge order against a property.

The Revenues and Benefits Manager provided clarification on the definition of an empty property.

In response to further questions, the Revenues and Benefits Manager provided an overview of the reasons why a property could be left empty of a period of time.

Councillor Mrs Westrop commented that she supported the recommendation relating to the Care Leavers discount, but commented that it indicated that when a carer leaver lived with a household not normally receiving a discount then it might be considered to extend a care leaver discount to that residence and that Cabinet be asked to consider this when determining the decision.

**RESOLVED:** The Panel recommend to Cabinet:

- 1) The Panel supports the proposal to remove the one month 100% discount for empty and unfurnished properties from 1 April 2019.
- 2) The Panel supports the maximum increases to the long term empty property premises starting from 1 April 2019.
- 3) The Panel supports the introduction of the Care Leavers' discount on the criteria listed above.

## CP39 **ANNUAL EQUALITIES UPDATE**

In providing the Panel with an annual update via a Powerpoint presentation (copy attached to the minutes), the Policy, Performance and Personnel Manager reminded Members that the Council's Equality Policy was reviewed during 2017 and a new policy was agreed by Cabinet and Council in January 2018. As part of the review progress, it was agreed that an annual equalities update should be reported to the Corporate Performance Panel. This is therefore the first annual update and covered the following points:

- A re-cap on the new Equality Policy.
- An overview of the actions undertaken to implement the new policy.
- An update on the work of the Officer Equality Working Group in the year to date.
- A re-cap of the Council's six equality objectives.
- A review of progress against each of the equality objectives.

There were no questions or comments from the Panel.

**RESOLVED:** That the annual update report be noted.

CP40 **CABINET FORWARD DECISIONS LIST**

The Panel received and noted the Forward Decisions List.

CP41 **PANEL WORK PROGRAMME 2018/2019**

The Chairman invited Members to forward any items for inclusion on the Panel work Programme.

CP42 **FOR INFORMATION ONLY - ANNUAL EMPLOYMENT MONITORING REPORT 2017/2018**

The Panel noted the Annual Employment Monitoring Report for 2017/2018.

The Policy, Performance and Personnel Manager responded to questions relating to:

- The number of disciplinary procedures relating to female and male employees.
- Data collection regarding age profile.
- The number of applicants for employment re gender.

CP43 **DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel will be held on Monday 22 October 2018 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 7.58 pm**

# Annual Equalities Update 2018

Becky Box, Policy, Performance and Personnel Manager

Borough Council of  
King's Lynn &  
West Norfolk



# Background

- New corporate Equality Policy developed during 2017
- Policy approved by:
  - Cabinet 9<sup>th</sup> January 2018
  - Full Council 25<sup>th</sup> January 2018

# Implementation of new Policy

Actions have included:

- Updates to website and Insite
- Articles in Internal Affairs
- Briefing note to Service Managers
- Updates to induction programme

# Equality Working Group

- Met January, March and June
- Developed implementation plan for new policy
- Developed work plan for 18/19
- Updated terms of reference
- Reviewed group membership
- Agreed actions to support equality objectives
- Update report to Management Team

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# The Public Sector Equality Duty

The Equality Act 2010 placed a requirement on all Local Authorities to comply with the Public Sector Equality Duty. The Equality Duty aims to promote and protect the dignity of all persons in society, and covers all nine protected characteristics.



# Equality Act 2010 (Specific Duties) Regulations

- Came into force in September 2011
- Are designed to help authorities meet the general duty
- Place a requirement for public bodies to:
  - publish information to demonstrate their compliance with the general equality duty, including information relating to people who share a protected characteristic who have been affected by its policies and practices,
  - Set specific, measurable equality objectives. These objectives must be published in a manner which is accessible to the public



# Equality Objectives 2017 to 2020 - Services

1. We will use fair and evidence based decision making when reviewing Council policies, services and functions, including ensuring equality implications are taken into consideration
2. We will improve the quality of life for people in West Norfolk through improved access to information and services
3. We will ensure the Council's approach to equalities issues are regularly reviewed and promoted

# Equality Objectives 2017 to 2020 - Employment

1. We will maintain a diverse workforce that reflects the community that we serve
2. We will maintain a working environment that is inclusive and where all staff are treated fairly
3. We will ensure all our employment policies, practices and procedures comply with equalities legislation

# Service Objective 1 - Use fair and evidence based decision making

Examples of agreed actions:

- Review Equality Impact Assessment toolkit
- Refresh Service Managers on need to complete EIA's
- Undertake post implementation reviews of key EIA's



# Service Objective 2 - Improved access to information and services

Examples of agreed actions:

- Undertake web accessibility training
- Ensure online services are available and accessible for all
- Offer face to face appointments to customers who request this service

## **Service Objective 3 - Equality issues regularly reviewed and promoted**

Examples of agreed actions:

- Ensure equality information on website is clear and up-to-date
- Ensure officer equality working group meets on a regular basis
- Ensure CPP receives an annual update on progress with equality objectives

# Employment Objective 1 – Maintain a diverse workforce

Examples of agreed actions:

- Undertake a review of employment monitoring criteria
- Undertake annual workforce and recruitment monitoring

## **Employment Objective 2 – Maintain an inclusive working environment**

Examples of agreed actions:

- Continue to review harassment policy in light of legislation and best practice
- Provide annual update training to harassment advisers
- Ensure provision of training to employees and Elected Members



## **Employment Objective 3 – Ensure policies remain compliant**

Examples of agreed actions:

- Meet the Council’s obligations with regards to gender pay gap reporting
- Ensure compliance with the “Code of Practice on the English Language requirements for Public Sector Workers”

# Thank you....

..... Any questions?