

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**  
**CORPORATE PERFORMANCE PANEL - INFORMAL WORKING GROUP**  
**MEETING ARRANGEMENTS**

**Minutes from the Meeting of the Corporate Performance Panel - Informal Working Group Meeting Arrangements held on Monday, 4th July, 2022 at 3.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor  
 Councillors I Devereux, C Hudson, J Moriarty and C Morley

An apology for absence was received from Councillor Mrs V Spikings

1 **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting held on 6 June 2022 were agreed.

2 **APPOINTMENT OF CHAIR FOR THE MEETING**

**RESOLVED:** In the absence of Councillor Spikings who had previously been appointed Chair, Councillor Devereux was appointed Chair for the meeting.

3 **MEETINGS TIMINGS AND COMMENTS RECEIVED FROM CHAIRS OF BODIES**

The Working Group received a copy of the comments received from Chairs of some Panels/Committees. It was also reminded that at the previous meeting it had agreed that Planning and Licensing meetings arrangements should remain as they currently were.

The Chair commented that each meeting was different in its requirements and meeting timeframes, he felt it would be wrong to limit all meetings to the same start time, but that each entity should be able to decide for itself as he felt that when external invitees came to the meetings it should be in the working day. He also commented that when complicated matters were being discussed the earlier start was preferred.

Councillor Moriarty undertook to ask the Corporate Performance Panel's view at its next meeting.

Councillor Morley commented that he would be happy to start meetings at 10.30 am but he didn't feel it was good for democracy so they should start later.

Councillor Hudson re-iterated her previous comments that the Labour group had agreed they wished to maintain 4.30pm start at the latest. She drew attention to the ability for Councillors to receive time off for public duties such as councillors or magistrates. The link to the guidance is set out below:

[Time off work for public duties - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

A debate was held around recruiting new people to stand for the Council and the fact that meetings timings would affect the ability to recruit.

The Chief Executive drew attention to the resources required to run meetings and live stream them with the increasingly high workloads of the officers and Democratic services attending the meetings. She explained that additional resources were required in the team to deal with the increased workload. It was agreed that she would include this requirement in the report from the group.

The Group discussed the start time of the Full Council meeting which the Chief Executive pointed out that if members weren't able to attend they were not able to send any subs due to the expectation that all councillors would attend as they were all members of the body. She suggested that the Council meeting start at a later time. Members agreed with the suggestion and agreed to recommend a 6.00pm start.

Councillor Morley commented that he felt that officers giving presentations at meetings should be present in the room and not remotely. The Chief Executive explained that with the number of vacancies and the fact that the authority was in a competitive environment for attracting good quality applicants for jobs it was essential that flexibility was available. It was noted that at sifting meetings the discussion should be held with the Chair of the meeting to agree the approach.

In summing up the discussions it was agreed that Chairs of bodies ought to liaise with their members to agree on a start time for meetings whilst taking into account the resourcing implications.

**Agreed:** 1) That the start time for meetings of the Licensing and Planning Committees should remain as status quo.

2) It be noted that Cabinet would decide on its own start time for meetings.

3) That the start time for Panels be recommended as 4.30pm, with the ability for the Panel to agree an earlier time if it wishes subject to the workload and attendance of outside organisations.

4) That Audit Committee set its own timeframes according to its agenda and attendance of outside persons/organisations.

- 5) That Full Council be held at 6.00pm.
- 6) That adhoc meetings be held during the working day.
- 7) That streaming of public meetings be continued, along with the Member Enquiries Inbox.
- 8) That the resourcing implications for meetings be set out in the Chief Executive's report to the Panel.

4                    **INFORMATION FROM OTHER NORFOLK LOCAL AUTHORITIES**

The information was noted.

5                    **STAFF COSTS FOR MEETINGS HELD AT THE TOWN HALL**

The information was noted.

6                    **TIMELINE TO REPORT BACK TO THE CORPORATE PERFORMANCE PANEL**

The Chief Executive agreed to draft a report for the next Corporate Performance Panel meeting on 18 July, this would then feed through to Cabinet on 2 August and the recommendations onto Council on 1 September 2022.

The report would be emailed to Members of the Group before publication. Councillor Moriarty acknowledged that the report would have to be published late - after the panel agenda was published.

**The meeting closed at 5.10 pm**