



REPORT TO CABINET

DATE OF MEETING	9 th June 2026
REPORT TITLE	2026/2027 Appointment of Members to serve on Cabinet Committees and establishment of Community Project Fund and Budget Setting Cabinet Task Group
LEAD MEMBER	Leader, Councillor Alistair Beales
LEAD OFFICER	Rebecca Parker, Democratic Services Manager
CONSULTEES	Executive Leadership Team
WARDS AFFECTED	N/A

KEY DECISION	YES/NO
DECISION MAKER	Cabinet Recommendations to Council Part Cabinet Decision and Part Recommendations to Council Other Council Body
IS THE REPORT OPEN OR EXEMPT	OPEN/EXEMPT

FINANCIAL IMPLICATIONS	YES/NO
HR IMPLICATIONS	YES/NO
POLICY IMPLICATIONS	YES/NO
STATUTORY IMPLICATIONS	YES/NO
RISK MANAGEMENT IMPLICATIONS	YES/NO
ENVIRONMENTAL IMPLICATIONS	YES/NO
EQUALITY IMPACT ASSESSMENT COMPLETED	Pre-screen has been completed.

SUMMARY OF REPORT

This report invites Cabinet to consider establishing a Community Project Fund and Budget Setting Task Group and also invites the Cabinet to agree to arrange for the appointment of members to serve on the following bodies:

- CIL Spending Panel
- Members Major Projects Board
- Local Plan Task Group
- Shareholder Committee
- King's Lynn Area Committee,

Proportional make up of Task Groups were agreed at Annual Council as follows:

11 Member Task Group – 4 Independent Partnership, 3 Conservative, 1 Labour, 1 Reform, 1 Progressive Group and 1 West Norfolk Independent Group

9 Member Task Group – 3 Independent Partnership, 3 Conservative, 1 Labour, 1 Reform and 1 Progressive Group or 1 West Norfolk Independent Group

7 Member Task Group – 3 Independent Partnership, 2 Conservative, 1 Labour and 1 Reform



5 Member Task Group – 2 Independent Partnership, 2 Conservative and 1 Labour

RECOMMENDATIONS

Cabinet resolves to:

- 1) Instruct Officers to seek membership from Group Leaders for the Cabinet Committees and Task Groups for 2026/27 as set out in part 3 of the report.
- 2) In accordance with Standing Order 29.4, if any of the Task Groups are not appointed having regard to Political Balance that the Leaders of each Political Group be asked to agree that this rule be disapplied.
- 3) Establish a 7 Member Task Group named the Community Project Fund and Budget Setting Task Group and agree the Terms of Reference as attached at Appendix 1 and instruct officers to seek membership from Group Leaders for the Task Group with the Chair and Vice Chair to be appointed by the Leader.

REASON FOR DECISION

To allow the business of the Council to continue into 2026/27.

CORPORATE STRATEGY

How does this proposal support our Corporate Priorities [Our priorities | Corporate Strategy 2023 - 2027 | Borough Council of King's Lynn & West Norfolk](#)

<p>Promote growth and prosperity to benefit West Norfolk</p>	<p>Appointing Members to serve on Cabinet Committees directly supports the council's corporate priorities by ensuring that each committee has the appropriate political representation, skills and leadership needed to oversee key areas of work. Effective and properly constituted committees help drive growth and prosperity by providing clear governance for major projects, infrastructure planning and investment decisions.</p>
<p>Protect our Environment</p>	<p>The appointment to these task groups will contribute to protecting our environment by ensuring that environmental considerations, planning policies and sustainability objectives are embedded in decision-making.</p>
<p>Efficient and effective delivery of our services</p>	<p>Strong committee membership also underpins the efficient and effective delivery of services, as well-governed panels and boards enable timely, informed and accountable decisions.</p>



<p>Support our communities</p>	<p>Finally, these appointments support our communities by ensuring that local voices, democratic representation and community priorities are reflected in the work of committees that shape services, local planning and resource allocation across West Norfolk.</p>
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REPORT DETAIL

1. Introduction

1.1 This Annual Report sets out the arrangements required for the 2026/27 municipal year in relation to key member bodies that support the Council’s governance, oversight, and decision-making processes. It invites the Cabinet to consider and agree the appointment of members to serve on its Task Groups and Sub Committees; the Community Infrastructure Levy (CIL) Spending Panel, the Members Major Projects Board, the Local Plan Task Group, the Shareholder Committee, and the King’s Lynn Area Committee.

1.2 The report also seeks Cabinet approval to establish the Community Project Fund and Budget Setting Task Group. This Task Group will comprise of 7 Members, will be proportional and the Chair and Vice Chair will be appointed by the Leader.

2. Background

For information the 2025/2026 Membership of existing bodies is shown in brackets below.

2.1 CIL Spending Panel

Established in 2020, the membership should be as follows: 5 Members - 2 Con (R Blunt and S Sandell), 2 Ind (M de Whalley and J Moriarty) and 1 Lab (F Bone)– Chaired by Planning and Licensing Portfolio Holder.

2.2 Member Major Projects Board

The membership of the Members Major Projects Board is 7 members – 4 Cabinet members, specified in the Board’s Terms of Reference as the Leader, Deputy Leader, Portfolio Holder for Planning & Licensing and Portfolio Holder for Finance and 3 representatives from other groups (2 Con (R Blunt, B Long), 1 Lab (D Heneghan)). Chaired by the Leader and Vice – Chair the Deputy Leader.

2.3 Local Plan Task Group

The membership of the Local Plan Task Group (9 Members - 4 Ind (M de Whalley, J Moriarty, T Parish, S Lintern), 3 Con (R Blunt, S Sandell, V



Spikings), 1 Lab (S Everett) and 1 Reform (Fry)). Chaired by the Planning & Licensing Portfolio Holder.

2.4 Shareholder Committee

This is a Cabinet Sub-Committee and Cabinet are invited to appoint 3 Cabinet Members not serving on any Council Company. The Committee elects its own Chair and Vice- Chair. The current membership is The Leader, Deputy Leader and the Finance Portfolio Holder.

2.5 King's Lynn Area Committee

The Area Committee was set up on 5 March 2024 and comprises the 14 councillors representing the unparished area of King's Lynn. The Committee elects its own Chair and Vice-Chair.

3. Proposal

- 3.1** Cabinet are requested to consider the make up of the following bodies and appoint Members to the following groups, taking into consideration revised political make up of Task Groups as agreed at Annual Council in May 2026, where required.

3.1.1 CIL Spending Panel

5 Members - 2 Independent Partnership, 2 Conservative and 1 Labour

3.1.2 Member Major Projects Board

7 members – 4 Cabinet Members (Leader, Deputy Leader, Portfolio Holder for Planning & Licensing and Portfolio Holder for Finance and 3 representatives from other groups)

3.1.3 Local Plan Task Group

9 Member Task Group – 3 Independent Partnership, 3 Conservative, 1 Labour, 1 Reform and *1 Progressive Group or West Norfolk Independent Group*

3.1.4 Shareholder Committee

3 Cabinet Members not serving on any Council Company - The Leader, Deputy Leader and the Finance Portfolio Holder.

3.1.5 King's Lynn Area Committee

14 Councillors representing the unparished area of King's Lynn.



3.1.6 Community Project Fund and Budget Setting Task Group

Following the recent budget setting for 2026/27 Council agreed to allocate £500k for community projects which Members can submit applications for against an agreed criteria. This Task Group is being set up to enable cross-member review of all applications and make recommendations for allocation of funds. In addition following the recent budget setting process Members have requested that they be more involved in the process leading up the February budget setting meeting. This Task Group will also cover these aspects. Appendix 1 to this report contains the terms of reference for the task group.

7 Member Task Group - 3 Independent Partnership, 2 Conservative, 1 Labour and 1 Reform

4. Financial Implications

There are no financial implications.

5. HR Implications

There are no implications to HR.

6. Policy Implications

There are no policy implications to consider.

7. Climate Change and Environmental Implications and considerations

There are no climate change and environmental implications or considerations.

8. Statutory and Legal Implications

None.

9. Local Government Reorganisation Implications

There are no direct implications arising from Local Government Reorganisation (LGR) in relation to the appointment of Members to serve on Cabinet Committees. However, any future structural changes such as alterations to political proportionality, committee structures, or executive decision-making frameworks may require a further review of Cabinet Committee memberships to ensure continued compliance with statutory requirements and alignment with any new governance models. At this stage, the appointments proposed in this report reflect the council's current constitutional arrangements and political group composition.

10. Health and Safety Implications

There are no health and safety implications for Members of Cabinet to consider.



11. Consultees

Alongside the Executive Leadership Team (Chief Executive, Deputy Chief Executive, Section 151 Officer, Monitoring Officer, Chief of Staff and Chief Operating Officer), the consultees also include the Leader and Deputy Leader of the Council, as well as the Leader and Deputy Leader of the opposition parties.

12. Equality Impact Assessment

Pre Screening EIA attached.

13. Risk Management Implications

There are none.

14. Conclusion

In conclusion, Cabinet is required to agree the appointment of Members to serve on the Cabinet Committees as set out in the report. These appointments ensure that each body is properly constituted for the forthcoming municipal year and reflect recent changes in political group membership and leadership.

LIST OF APPENDICES

Appendix 1 – Terms of Reference for Cabinet Task Group

LIST OF BACKGROUND PAPERS

[Council's Constitution](#)
[Terms of Reference](#)
[Previous Reports to Cabinet](#)
[Agenda and Minutes from Meetings](#)

PRE SCREENING EQUALITY IMPACT ASSESSMENT

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

Name of policy/service/function	2026/2027 Appointment of Members to serve on Cabinet Committees			
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Is this a new or existing policy/service/function? (tick as appropriate)	New		Existing	x
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<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.</p>	<p>2026/2027 Appointment of Members to serve on Cabinet Committees</p>				
<p>Who has been consulted as part of the development of the policy/service/function? – new only (<i>identify stakeholders consulted with</i>)</p>	<p>Cabinet</p>				
<p>Question</p>	<p>Answer</p>				
<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> <p><i>*For more information on health inequalities please visit The King's Fund</i></p>		<p>Positive</p>	<p>Negative</p>	<p>Neutral</p>	<p>Unsure</p>
	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	
<p>Please provide a brief explanation of the answers above:</p> <p>The purpose of this report is to appoint Members to various Cabinet Sub-Committees and Task Groups. Any proposals put forward by the Group would be subject to separate reports which would have their own EIA pre-screen completed.</p>					
<p>Question</p>	<p>Answer</p>	<p>Comments</p>			
<p>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage</p>	<p>Yes-/ No</p>				



relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?		
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No	
If 'yes' to questions 2 - 3 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:		
Decision agreed by EWG member:		
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:
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes-/ No	Please provide brief summary:
Assessment completed by:	Rebecca Parker	
Name		
Job title	Democratic Services Manager	
Date completed	23rd April 2026	
Reviewed by EWG member	Jo Stanton	Date 29 April 2026
✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)		