

## POLICY REVIEW AND DEVELOPMENT PANEL REPORT

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|-----------------|-----------------------------------------------------------------|---------------------------------------------|----|
| REPORT TO:      | Environment and Community Panel                                 |                                             |    |
| DATE:           | 21 <sup>st</sup> July 2026                                      |                                             |    |
| TITLE:          | Membership of Task Groups and Informal Working Groups 2026/2027 |                                             |    |
| TYPE OF REPORT: | Operational                                                     |                                             |    |
| REPORT AUTHOR:  | Lauren Steele, Democratic Services Officer                      |                                             |    |
| OPEN/EXEMPT     | Open                                                            | WILL BE SUBJECT TO A FUTURE CABINET REPORT: | No |

### **REPORT SUMMARY/COVER PAGE**

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| PURPOSE OF REPORT/SUMMARY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>This report invites the Environment and Community Panel to arrange for the appointment of Members to serve on the Informal Working Groups and Task Groups, which have previously been established by the Panel, for the municipal year 2026/2027.</p> <p>The Panel has established the following groups:</p> <ul style="list-style-type: none"><li>- <b>Cemetery Provision Informal Working Group</b></li><li>- <b>Climate Change Informal Working Group</b></li><li>- <b>Homelessness and Housing Delivery Task Group</b></li></ul>                                                                                                                                                                                                                                                    |
| RECOMMENDATIONS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ol style="list-style-type: none"><li>1. That the Cemetery Provision Informal Working Group continues to operate, and the Panel to confirm Membership of the Group.</li><li>2. That the Climate Change Informal Working Group be disbanded as they have fulfilled their Terms of Reference, the Climate Change Strategy and Action Plan has now been approved. Six-monthly updates will be presented to the Environment and Community Panel along with briefings for all Members as and when required.</li><li>3. That the Homelessness and Housing Delivery Task Group be disbanded as they have fulfilled their Terms of Reference and six-monthly updates will be presented to the Environment and Community Panel along with briefings for all Members as and when required.</li></ol> |

### **REPORT DETAIL**

#### **Background (For information)**

##### **Cemetery Provision Informal Working Group**

2025/2026 Membership: Councillors Collop, Heneghan, Kemp, Kunes and Ware

Terms of Reference: "To consider the request from Cabinet to undertake further scrutiny of the Cemeteries Provision Cabinet Report and formulate recommendations for Cabinet to consider."

Group comprises of five Members.

## **Climate Change Informal Working Group**

2025/2026 Membership: Councillors Bubb, Devulapalli, Kemp and Kunes

Terms of Reference: "To input and monitor the Climate Change Strategy and Action Plan, review Policy, make recommendations and feedback to the Environment and Community Panel as appropriate."

History: The group was first convened on 19<sup>th</sup> May 2021 and has met on 12 occasions. The most recent meeting was held on 27<sup>th</sup> April 2026. A gap in meetings occurred due to the Council's response to Covid 19.

Work Programme: Over the 12 meetings held so far, the following major work items have been considered:

- Review of the draft climate change strategy and action plan
- Review of carbon footprints
- Portfolio Holder updates
- Updates on Norfolk Climate Change Partnership
- Exploration of various topics e.g. REFIT, waste management, vehicle fleet and fuel, business expo

The group has made valuable contributions to the shaping of the council's climate change strategies and action plans. Contributions were made to the first strategy that was subsequently approved by Cabinet in September 2021.

More recently, the group informed the latest climate change strategy and action plan that was approved by Cabinet on 23<sup>rd</sup> April 2026. Given Local Government Reorganisation, that strategy will be the final iteration before the new unitary, West Norfolk Council is operational.

In preparation for Local Government Reorganisation, demand for Members and officer attendance at additional meetings will be required overall therefore as the Panel will be receiving updates every six months, disbanding the Informal Working Group would mitigate the demand on Members and officers.

As noted above, the Environment and Community Panel will receive six-monthly updates on the Climate Change Policy and Strategy, allowing the Panel to continue their Policy Development, monitor, review and make recommendations on the Policy and Strategy. This is a duplication of the work of the Informal Working Group and therefore negates the need for it as important issues will be considered by the Panel as a whole.

The Portfolio Holder provides an update to each Council meeting (excluding budget setting).

Given the above, the terms of reference can be considered fulfilled.

## **Homelessness and Housing Delivery Task Group**

2025/2026 Membership: Councillors Bubb, Collop, Fry, Kemp, Ratcliffe, Sandell and Spikings

Terms of Reference: "The expectation is that the group will meet (initially) monthly until the Homelessness and Rough Sleeper Strategy has been agreed and the Local Plan Review is finalised."

As the above have now been achieved, the original purpose of the Task Group has been fulfilled.

In light of this and recognising the ongoing resource pressure associated with Local Government Reorganisation, officers have reviewed the most effective way to provide updates is to provide the Environment and Community Panel with six-monthly update reports which will include key performance data, emerging issues and progress against the objectives of the Homelessness and Housing Delivery Strategy. This approach will enable officer resources to remain focused on delivering the aims of the Strategy and supporting homelessness prevention activities, whilst ensuring Members continue to receive regular updates and opportunities for scrutiny. Any future review or development of the Homelessness and Housing Delivery Strategy will continue to be considered through the Panel's Policy Development role.

Given the above, the terms of reference can be considered fulfilled.