



Shareholder Committee
Friday, 17th March, 2023 at 10.00 am
**in the Council Chamber, Town Hall, Saturday Market
Place, King's Lynn PE30 5DQ**

**Reports marked to follow on the Agenda and/or Supplementary
Documents**

1. **Amended Committee Forward Plan (Pages 2 - 5)**

Contact

Democratic Services
Borough Council of King's Lynn and West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
Tel: 01553 616394
Email: democratic.services@west-norfolk.gov.uk

SHAREHOLDER COMMITTEE FORWARD PLAN

Date of Meeting	Report Title	Decision Maker	Shareholder Committee Lead and Lead Officer	List of Background Papers	Public or Private Meeting
13 February 2023 – meeting postponed	Election of Chair	Shareholder Committee	Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Shareholder Committee Terms of Reference	Shareholder Committee	Chair Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Appointment of a Company Secretary	Alive West Norfolk Board	Chair Assistant to the Chief Executive – H Howell		Public
	Appointment of Directors to the Board of the council companies	Alive West Norfolk Board	Chair Assistant to the Chief Executive – H Howell		Item scheduled at end of agenda should the committee determine to exclude the Press and Public to consider the report
Date of Meeting	Report Title	Decision Maker	Shareholder Committee Lead and Lead Officer	List of Background Papers	Public or Private Meeting
17 March 2023	Election of Chair	Shareholder Committee	Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Shareholder Committee Terms of Reference	Shareholder Committee	Chair Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Appointment of a Company Secretary	Alive West Norfolk Board	Chair Assistant to the Chief Executive – H Howell		Public
	Appointment of Directors to	Alive West Norfolk	Chair		Item scheduled at

	the Board of the council companies	Board	Assistant to the Chief Executive – H Howell		end of agenda should the committee determine to exclude the Press and Public to consider the report
Date of Meeting	Report Title	Decision Maker	Shareholder Committee Lead and Lead Officer	List of Background Papers	Public or Private Meeting
TBC	Draft Shareholder Agreements and refresh of Articles for AWN and WNPL	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		Public
TBC	Refresh and review of governance documents for WNHC	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		Public
	Updated Service Level Agreements – Alive West Norfolk and West Norfolk Property	Delegated authority to CE from Cabinet & Company Boards	Chair Assistant to the Chief Executive – H Howell		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
	Consideration of draft Business Plans for the upcoming year. For AWN WNP WNH	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		
Date of	Report Title	Decision Maker	Shareholder Committee	List of Background	Public or Private

Meeting			Lead and Lead Officer	Papers	Meeting
TBC	Approval of Final Business plans for the upcoming year. For: AWN WNP WNH	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		
TBC	Board Appointments to Council companies	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		Item scheduled at end of agenda should the committee determine to exclude the Press and Public to consider the report
TBC	Annual review of SLA's and other governance documents for: AWN WNH WNP	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		
TBC	Decisions on reserved matters in the Shareholder Agreement	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		
TBC	Review of performance against the business plan at 3 month mark. For: AWN WNP WNH	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		

TBC	Review of performance against the business plan at 9 month mark. For: AWN WNP WNH	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		
TBC	Appointment of Shareholder representative to attend Council Company Board meetings	Shareholder Committee	Chair Assistant to the Chief Executive – H Howell		