

Borough Council of
**King's Lynn &
West Norfolk**



Environment and Community Panel

Agenda

Wednesday, 6th December, 2017
at 6.00 pm

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
Fax: 01553 691663

Tuesday, 28 November 2017

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 6th December, 2017 at 6.00 pm** in the **Council Chamber, Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 6 - 14)

To approve the minutes of the previous meeting.

3. Declarations of interest

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

4. Urgent Business

To consider any business which, by reason of special circumstances, the Chairman proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

5. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

6. Chairman's Correspondence

If any.

7. Exclusion of Press and Public

To consider passing the following resolution:

“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 or 3 of Part 1 of Schedule 12A to the Act”.

**8. EXEMPT Alive Leisure Update and Fees and Charges (30 minutes)
(Pages 15 - 30)**

RETURN TO OPEN SESSION

9. Scrutiny Arrangements Review Cabinet Report (20 mins) (Pages 31 - 40)

10. Budget (60 minutes) (Verbal Report)

11. Work Programme (Pages 41 - 43)

12. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **Thursday 4th January 2018** at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Environment and Community Panel: Miss L Bambridge (Vice-Chairman), A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, C Sampson (Chairman), T Smith, M Taylor, Mrs J Westrop, D Whitby and Mrs M Wilkinson

Portfolio Holders:

Councillor Ian Devereux - Agenda Item 9

Councillor Brian Long - Agenda Items 9 and 10
Councillor Mrs Elizabeth Nockolds – Agenda Item 8

Officers

Lorraine Gore – Executive Director
Honor Howell – Assistant Director
Sam Winter – Democratic Services Manager

By Invitation

Simon McKenna – Chief Executive – Alive Leisure

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 10th October, 2017 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor C Sampson (Chairman),
Miss L Bambridge, A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson,
T Smith, M Taylor, Mrs J Westrop and Mrs M Wilkinson

Portfolio Holders

Councillor I Devereux – Portfolio Holder for Environment
Councillor A Lawrence – Portfolio Holder for Community
Councillor B Long – Leader of the Council
Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

Officers:

Martin Chisholm – Business Manager
Lorraine Gore – Executive Director
Honor Howell – Assistant Director
John Hussey – Operations Manager
Nathan Johnson – Public Open Space Manager

By Invitation:

Dorothy Bryant – Total Transport – Norfolk County Council
Kristen Jones – Total Transport – Norfolk County Council
Ben Colson – West Norfolk Community Transport

EC40: **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Whitby.

EC41: **MINUTES**

RESOLVED: The Minutes from the previous meeting were agreed as a correct record and signed by the Chairman.

EC42: **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC43: **URGENT BUSINESS**

There was none.

EC44: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Bird – all items
 Councillor J Collop – EC48
 Councillor Parish – EC48
 Councillor Pope – all items

EC45: **CHAIRMAN'S CORRESPONDENCE**

The Chairman had received two pieces of correspondence relating to EC48 and would bring them to the attention of the Panel when the item was discussed.

EC46: **TOTAL TRANSPORT**

Kristen Jones and Dorothy Bryant from Norfolk County Council attended the meeting and provided the Panel with a presentation on Total Transport (as attached). It was explained that Total Transport was a Department for Transport Funded Project with the aim to establish more joined up approaches to transport, explore ways of working across sectors and allow communities to deliver better transport in rural areas.

The Chairman thanked officers for their presentation and invited questions and comments from the Panel, as summarised below.

In response to a question it was explained that issues with bus services could be fed back to the bus operators as appropriate. In response to a question regarding how people would be aware of the project if they did not have internet access, it was explained that once the tool was up and running ways to promote the tool would be looked at, for instance promoting the tool through the Norfolk County Council's call centre and through GP Surgeries etc.

A link to the tool would be available on the Norfolk County Council website. The service could also be accessed by telephone and leaflets to publicise the telephone number would be created and distributed.

The Business Manager informed the Panel that the aspiration of the project was to create a 'one stop shop' for information on transport providers within the locality. Anyone could access the information, which would be kept up to date.

In response to a question, the Panel was informed that the project focussed on transport schemes rather than buses, but issues with bus services which had been reported could be looked at as part of the study.

The Leader, Councillor Long stated that there would be a benefit in having a central point of contact for finding out information on transport provisions. He felt that a lot of people may rely on family and friends for transport and asked if there was a way to log these on the system to show that there may be a lack of alternative travel options. It was explained that the system had lots of different categories so that lots of information could be pulled off from the system and gaps in service provision could be identified.

In response to questions it was explained that the project would mainly focus on journeys which were funded by the public purse, but transport schemes which were not funded could also be included. The system would be able to look at key destinations such as Hospitals, GP Surgeries, Supermarkets etc. and the time it took to get to the destinations. It was explained that the system would include pickups from within the County, however it was acknowledged that some journeys would cross County borders.

Norfolk County Council had been awarded £300,000 of funding from a central pot of £7.6m and details of the successful bids were available on the gov.uk website.

The Chairman thanked the officers from Norfolk County Council for attending the meeting and asked that the Panel be kept up to date on progress as appropriate.

RESOLVED: The Panel noted the information and requested to be kept up to date as appropriate.

EC47: **WEST NORFOLK COMMUNITY TRANSPORT**

The Chairman welcomed Ben Colson, Trustee of West Norfolk Community Transport to the Meeting. The Panel was provided with information on the work of West Norfolk Community Transport and the services they provided (as attached).

The Chairman thanked Ben Colson for his presentation and invited questions and comments from the Panel, as summarised below.

In response to a question, Ben Colson explained that to use dial a bus you needed to become a Member of West Norfolk Community Transport, which was free to join. Once you were a Member you were free to call up for the bus as long as the journey was not already served by a public transport route. The provision was available to people with mobility issues and disabilities.

Councillor Bird addressed the Panel under Standing Order 34. He explained that a project had recently been launched in Snettisham to start a club for lonely and less ambulant residents of the Village. He felt that West Norfolk Community Transport was a great benefit to

projects such as these. He thanked West Norfolk Community Transport for the service they provided which benefited local communities.

Councillor Hipperson asked if consideration was given to unsuitable routes, for example narrow or poor road surfaces. Ben Colson felt that he knew the roads well and consideration was given to the most appropriate vehicle for the route. He reminded those present of the Government Legislation for accessibility and the requirements for low level buses.

Councillor Pope addressed the Panel under Standing Order 34. He asked if consideration had been given to asking Parish Councils for donations towards West Norfolk Community Transport. It was confirmed that donations had been received in the past.

The Leader of the Council, Councillor Long reminded those present that West Norfolk Community Transport received grant funding from the Borough Council. He also reminded those present of the difficult financial situation facing the Council and the tough decisions that needed to be made. He hoped that grant funding would continue going forward as he appreciated the work that West Norfolk Community Transport did. He explained that in the future the organisation may be able to sign up to the Local Lottery which could result in additional funds being available.

RESOLVED: The Panel noted the update.

EC48: **PUBLIC CONVENIENCES**

The Public Open Space Manager and Operations Manager presented the report which presented the findings of the Informal Working Group for Public Toilets which had been established by the Environment and Community Panel with the remit of reviewing the provision of public toilets in the Borough. The proposals were set out in part two of the report.

The Chairman read out two letters which he had received relating to the proposals, as follows:

- Correspondence from Michael Ruston from Hunstanton Coastal Community Team which was a request to keep the Old Hunstanton block of toilets open as it was in a tourist area.
- Correspondence from Downham Market Town Council which stated that their agreement to take on the Wales Court toilets was dependent on refurbishment of the toilets prior to transfer.

The Chairman thanked officers for their report and invited questions and comments from the Panel, as summarised below.

Councillor J Collop addressed the Panel under Standing Order 34. He supported the proposal to reinstate seven day opening at the toilets in Ferry Street. Councillor Collop explained that the King's Lynn Area Consultative Committee had discussed the King's Lynn facilities and the Committee had supported the continued opening of the Broadwalk and Management Building toilets in the Walks but considered that as the Walks was a Borough-wide facility the cost of this should not be included in King's Lynn Special Expenses. Councillor Collop stated that he was opposed to the proposed closure of the Gaywood Toilets. He felt that the surrounding area was vibrant and an important area of shopping and stated that shopkeepers did not like people coming into use their toilets during the trial closure of the public toilets. He referred to the recommendation from the King's Lynn Area Consultative Committee that the Gaywood toilets could be demolished, however they should be replaced with new facilities.

Councillor Pope addressed the Panel under Standing Order 34. He spoke in favour of closing the Gaywood public toilets and agreed that the Walks toilets were a Borough-wide benefit and should therefore not be charged to King's Lynn Special Expenses. He was also concerned that the refurbishment of the Wales Court, Downham Market toilets would be a significant cost to the Council.

Councillor Bird addressed the Panel under Standing Order 34. In response to a question from Councillor Bird, it was confirmed that there were no plans at this stage to introduce any 'pay to use' toilets. Investigations on introducing pay facilities had been carried out and would require huge financial investment. Councillor Bird referred to the Old Hunstanton toilets and felt that it was unlikely that a small Parish Council like Old Hunstanton would be able to take on responsibility of the toilets. He asked if consideration had been given to transferring the toilets to the Coastal Community Team. Councillor Bird stated that lots of money was being invested in Hunstanton and felt that it would be a retrograde step to spend money on developing the resort and then taking away a well-used facility which was used by visitors and tourists. He referred to the adjacent lifeboat station which raised money by opening to the public and collecting donations. Councillor Bird also referred to the nearby beach huts, which had no other toilet provision. He asked that consideration be given to asking beach hut owners to contribute to the facilities or give consideration to establishing a Community Interest Company.

Councillor Parish addressed the Panel under Standing Order 34. He explained that Heacham Parish Council would like for the toilets to remain open as Heacham was a tourist resort. He referred to the proposal from Heacham Sports and Social Club to take over the toilets, put in a new doorway and refurbish. He explained that he had received correspondence from the Heacham Sports and Social Club that their intention was to close off the public access to the toilets so that they were for the sole use of the Social Club. The Public Open Space

Manager explained that he had been told that public access would remain and he agreed to investigate.

Councillor Hipperson explained that ideally he would like all public facilities to remain open and for the provision in the Borough to be increased. He suggested that a Policy be put in place to keep all facilities open.

Councillor Bubb commented that he did not support the closure of the toilets at Old Hunstanton. He stated that the adjacent Car Park was owned by a nearby hotel and asked if a contribution could be sought from them. Councillor Bubb referred to the vandalism of the Gaywood toilets and he asked that if the toilets were to be demolished and rebuilt, they should be rebuilt in a different location.

Councillor Smith explained that he had suggested to the King's Lynn Area Consultative Committee that the Gaywood toilets be demolished and rebuilt. He agreed that an alternative location would be preferable so that vandalism was less likely. Councillor Smith also commented that the Old Hunstanton Toilets should remain open.

Councillor Mrs Collop raised concern that the Informal Working Group had not met to consider the proposals and the results from the trial period. The Chairman explained that on 23rd November 2016, when the recommendations from the Informal Working Group were presented to the Environment and Community Panel the Panel resolved that a further report would be brought back to the Panel in due course, which was the report which was being considered today. The recommendations from the Panel would then be subject to a future report to Cabinet.

Councillor Mrs Collop informed the Panel that she had sought the opinion from representatives from the Gaywood Library and Tesco's on the temporary closure of the public toilets. She explained that the Library had said that their costs had gone up as there had been an increase in usage of soap, toilet roll and cleaning materials etc. and the toilets had to be cleaned more frequently. Councillor Mrs Collop stated that shopkeepers had also noticed an increase in people using their facilities, even if they were not buying anything. She commented that she had also spoken to the Security at Tesco's who had indicated an increased workload.

Councillor Mrs Wilkinson commented that she would like both sets of the toilets at the Walks to remain open, but not to be charged to King's Lynn Special Expenses as they were a benefit to the whole Borough.

The Vice Chairman, Councillor Bambridge commented that the closure of the Gaywood toilets had been mentioned at a recent meeting of the Safer Neighbourhood Action Panel. She explained to the Panel that the Library was closed on Wednesday. She had also heard that the cost to the Library in maintaining the toilet had increased and the

Library staff had to clean the toilets. The Vice Chairman referred to the proposal to keep Holme toilets open as they were on the Norfolk Coastal Path, she felt that the same reason should apply to keeping the Old Hunstanton toilets open.

The Leader of the Council, Councillor Long reminded those present of the overall financial position of the Council. He explained that a budget reduction programme had been submitted to Government in order to receive a three year Government funding programme. The budget reduction programme included a raft of measures in order to achieve savings. He explained that all the 'quick wins' had already been made and now it was time for the difficult decisions. He asked that, if the Panel were to recommend that facilities remain open, they needed to determine where alternative savings could be achieved in order to fund the continued opening of public toilets.

The Portfolio Holder for Housing and Community, Councillor Lawrence, reiterated the comments regarding the financial position of the Council. He thanked the Informal Working Group and the Environment and Community Panel for their recommendations and acknowledged the concerns raised by Members of the Panel. He explained that trials had been carried out where appropriate, for example the Ferry Street toilets had been closed on a trial basis, but it was now proposed that they be reopened. Councillor Lawrence referred to the costs that would be involved in demolishing and rebuilding the Gaywood toilets and asked the Panel to consider how it would be funded.

The Panel was informed that the recommendations from the Panel would be included in a future report to the Cabinet.

Councillor Mrs Collop suggested that to offset some of the cost of the Gaywood toilets, one of the sets in the Walks could be closed.

Councillor Mrs Wilkinson commented that the Gaywood Library toilets were the staff facilities and she did not feel that it was fair on the staff that the toilets were opened up for public use.

Councillor Smith asked that consideration be given to a public works loan which could be used to fund the demolition and rebuilding of the Gaywood toilets and then charged to Special Expenses. The Leader, Councillor Long stated that this could result in a large increase in Special Expenses, which in turn could trigger a Referendum because of the increase in Council Tax.

RESOLVED: That the Environment and Community Panel make the following recommendations to Cabinet:

1. Public Conveniences located in or close to borough car parks, transport hubs or resort/tourism locations, to remain open and be maintained as per current arrangements.

2. Ferry Street, King's Lynn toilets to revert back to seven day opening, due to being located adjacent to car parks.
3. One set of the Walks Toilets to be closed and officers to provide detail to Cabinet on the cost savings to be achieved depending on which set was closed.
4. The savings achieved from closing one set of toilets at the Walks to be used to keep the Gaywood public toilets open.
5. The set of toilets at the Walks which are to remain open to be included as a partial charge to King's Lynn Special expenses and a partial charge to the Borough.
6. Wales Court, Downham Market transfer to the Town Council once refurbished to a traditional standard.
7. Memorial Field, Downham Market include as a charge to special expenses.
8. Howdale, Downham Market complete closure with a view to demolition.
9. Heacham Village, transfer to Heacham Sports and Social Club was supported only if the facilities would remain open to the public.
10. Old Hunstanton, toilets to remain open for the next twelve months whilst possible funding options were explored.
11. Holme to remain open and maintained as per current arrangements, due to facilities being located close to the Norfolk Wildlife Trust Nature Reserve and the gateway to the AONB along with being on the North Norfolk Coast Path and at the end of Peddars Way.

EC49: **WORK PROGRAMME**

Members of the Panel were reminded that an eform was available on the Intranet which could be completed and submitted if Members had items which they would like to be considered for addition to the Work Programme.

The following items suggested for addition to the Work Programme:

- Houses of Multiple Occupation. It was requested that this item be considered at the Panel's next meeting.
- Begging and Buskers in King's Lynn.

RESOLVED: The Panel's Work Programme was noted.

EC50: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on **Wednesday 6th December 2017 at 6.00pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn.**

The meeting closed at 8.50 pm

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 8

Document is Restricted

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Operational	Be entirely within Cabinet's powers to decide	NO	
		Need to be recommendations to Council	YES	
		Is it a Key Decision	NO	
Lead Member: Cllr Long E-mail: <i>cllr.brian.long@west-norfolk.gov.uk</i>		Other Cabinet Members consulted: Cllr I Devereux		
		Other Members consulted: Scrutiny Structures Task Group		
Lead Officer: Ray Harding E-mail: <i>ray.harding@west-norfolk.gov.uk</i> Direct Dial:01553 616245		Other Officers consulted: Exec Dir – D Gates, Dem Services Manager.		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO	Risk Management Implications NO

Date of meeting: 9 January 2018

REPORT OF SCRUTINY STRUCTURES AND POLICY DEVELOPMENT TASK GROUP

Summary

This report presents the conclusions of the Scrutiny Structures Task Group over a year on from the re-structure which had taken place in 2016.

The report sets out the Task Group's response to the questionnaire on Scrutiny structures generally which had been issued to all Councillors, and elicited 31 responses. The proposals to change any of the current arrangements are included as recommendations to Cabinet and Council which seek to implement those changes for the 2017/18 Municipal year.

Recommendation

Cabinet is invited to recommend to Council the following:-

- 1) **That all the current arrangements continue with the exception of those items listed below**

That the recommendations below be considered:

- 2) **That the attendance of Audit Members for Audit training should be obligatory as it is for Planning and Licensing initial training.**
- 3) **That Panels be encouraged use the powers available to them and therefore make clear recommendations on items coming before them so they can be incorporated into reports in the progress of being prepared, or taken into account at the Cabinet meeting.**

- 4) That Panels should consider their own performance indicators and they be encouraged to monitor the progress in line with the Corporate Objectives through that route.
- 5) That the number of post implementation reviews undertaken be monitored by the Joint Chairs meetings.
- 6) That in working on policy development and reviews and project programme work, Panels be encouraged to have discussions with portfolio holders :
 - For example – Cabinet Members could attend a Panel meeting at the beginning of the year to discuss their plans for the year in order to incorporate potential items into work plans in accordance with the Business Plan.
- 7) That the Leader nominate the Panel/Committee Chairs for agreement at Council with the Vice-Chairs to be appointed by the Panels/Committee.
- 8) That terms of reference be approved for Chairs of Scrutiny bodies (set out as an appendix). (NB they include the points raised in question 15 set out in the report)
- 9) That the appraisal of Chairs be investigated.
- 10) That the amended arrangements be reviewed after a further 12 months of operation.

Reason for Decision

To seek to make the roles and functions of the Council's policy development and scrutiny panels more effective and thereby enhance the good governance of the Borough Council.

1. Background

- 1.1 Following the review of the Council's scrutiny function by the Centre for Public Scrutiny in 2015, the cross party Scrutiny Structures and Policy Development Task Group made recommendations to Panels, Cabinet and Council on the structure of the Scrutiny and Policy Development Structure. Those recommendations were implemented and have been in operation for over a year.
- 1.2 The aims of the restructure and review were as follows:

Aims

The following had been considered the primary aims of the changes to the arrangements, whilst also bearing in mind the reductions in the Council's budget and staffing capacity over the previous years and into the future:-

- achieve more effective scrutiny as opposed to 'more' scrutiny;
- secure a wider member influence on policy, practice and decisions made by the executive;
- carry out more effective, in depth work rather than 'more' work;
- enhance the skills of members involved in policy review and scrutiny;
- focus time and energy where it can have most impact, on strategic policy development and new project developments of significance;
- introduce rigorous post implementation reviews of major projects and initiatives and review progress in the implementation of the Corporate Business Plan;
- add value to the decision making process.

- 1.3 Following over a year of operation with the new arrangements the Task Group reconvened to review the operation and structures. A questionnaire based on the aims of the restructure and focusing on the changes which had been made was agreed upon and distributed to all Councillors. 31 responses were received.

2 Questionnaire

- 2.1 The Task Group considered those responses and comments made and agreed recommendations as follows:

2.2 Cabinet Scrutiny and Scrutiny Liaison Questions 1, 2 & 3

The Task Group agreed, in line with the majority of comments received that the abolition of the Cabinet Scrutiny Committee to the Corporate Performance Panel (CPP) had not impacted on the ability of Members to scrutinise. It was also noted that the abolition of the Scrutiny and Overview Liaison Committee had not impacted on the management of the Panels. **It was agreed that no change should be made to the current arrangements.**

2.3 Audit

Questions 4, & 5

The Task Group agreed with the clear majority of comments made that the splitting of the 2 bodies - Audit Committee and Resources and Performance Panel had been of benefit to the direction of travel for the Audit process. The majority also agreed that the smaller number on the Committee helped its operation. **It was agreed that no change should be made to the current arrangements.**

2.4 Question 6

The majority of Members who responded had agreed that attendance by Audit Members at Audit training should be compulsory. The Task Group noted that being an Audit member did not necessarily require a finance background, and the training provided gave a good overview of the processes, challenging questioning and the spotting of trends. **It was agreed that the attendance of Audit Members for Audit training should be obligatory as it was for Planning and Licensing initial training.**

2.5 Corporate Performance Panel Question 7

The question relating to the monitoring of the Medium Term Financial Plan gave a majority response that it should remain with CPP, rather than Audit. The Council's s151 Officer had indicated that it was better carried out under CPP as the Audit Committee would carry out the audit process further down the line. **It was agreed that no change should be made to the current arrangements.**

2.5 Question 8

The role of the CPP to carry out post implementation reviews was discussed as the majority of respondents had indicated they did not feel sufficient reviews were being undertaken. Suggestions were made as to potential types of reviews which could be carried out to learn lessons from projects completed for future projects. It was also noted that this matter was already being addressed by the CPP. **The position should be monitored.**

2.6 Question 9

The responses to the question on whether call in powers were being used effectively were mixed, as no call ins had been made. The Task Group acknowledged that although Call Ins weren't being made, Panels comments and recommendations to Cabinet on matters were generally acknowledged and incorporated into recommendations. **That Panels be encouraged use the powers available to them and make clear recommendations on items coming before them so they can be incorporated into reports in the progress of being prepared, or taken into account at the Cabinet meeting.**

2.7 Corporate Objectives Question 10

Members had indicated the opinion that they agreed that focus on progress with the Council's Corporate Objectives by the panels should be increased.

The clear majority of respondents had indicated that Panels should carry out the monitoring of their own PIs. **The Task Group agreed to make this recommendation and that Panels be encouraged to monitor the progress in line with the Corporate Objectives.**

- 2.8 Development of Policies initiative and projects
Question 11
The views expressed were split on whether the Panels were effectively engaging in Policy and Project Programme Development work. **The view was taken that it would be useful for the Panels to have discussions with portfolio holders on forthcoming potential policy reviews and project programme work in order to inform their work programmes.**
- 2.9 Logistical
Question 12
12a The majority of respondents had indicated that the change to 6 weekly meetings was either working well or hadn't made any real difference. The frequency of the Audit Committee meetings was in accordance with the timetable of issues for it to consider. **It was agreed that no change to the current arrangements be made.**
- 12b The feedback on the process whereby Panels appoint their own Chairs and Vice Chairs was very mixed with a slight majority showing it had not worked well. **It was agreed that the Leader should nominate Chairs for Council approval, and the Panel/Committee should appoint the Vice-Chairs at their first meeting.**
- 12c The clear majority of Members indicated that they were content with the revised minutes format. **It was agreed that no change to the current arrangements be made.**
- 2.10 Legislative updates
Question 13
A clear majority of respondents had indicated that they were happy with the delegation to Portfolio Holders as it relates to direct implementation of government legislation. **It was agreed that no change to the current arrangements be made.**
- 2.11 Opposition rights
Question 14
A clear majority of respondents indicated that the right for opposition members to place items on an agenda worked effectively. The Task Group acknowledged that although the process had not been greatly used, it was important to have the ability in place. **It was agreed that no change to the current arrangements be made.**
- 2.12 Panel Chairs
Question 15
The question related to the role and duties of Panel Chairs, high numbers of respondents had supported the attendance at Cabinet to present any recommendations from the Panel; Meeting regularly as Chairs of Panels; Proactively manage Panel agendas with the support of lead officers. Slightly fewer had supported the further scrutiny of public services delivered by other bodies. The Task Group discussed the issues and by majority supported the points made and encouraged further scrutiny of public bodies, particularly when members sat on

them as outside bodies. **It was agreed that terms of reference for Chairs of Scrutiny bodies be proposed (attached as an appendix). (including the points in the question, would be useful to aid the awareness of members particularly if they were asked to come forward as a new Chair).**

2.13 Various

Question 16

The question invited respondents to indicate their support for the following points:

Cabinet members rather than officers to present reports to Panels; 1 - Closer Working with Cabinet members on Policy Development; 2 - Panel Chairs to be chosen by all members (not just the Panel); 3- Panel Chairs to be selected by the Leader and 4 - the introduction of performance review/appraisal of Chairs/Vice-Chairs. The highest responses were for the second and fourth suggestions, with slightly less support for 1, 3 and 4. The Task Group debated the issue of Cabinet Members presenting reports when it was noted that the line of accountability had to be clear, as Cabinet members were the directing minds for cabinet reports coming through and were the decision takers. It was agreed that where there was a strong political content Cabinet Members should present, whereas if technical, officers should also be on hand to answer technical questions.

That research into the potential for appraisals of Chairs and Vice-Chairs be undertaken.

4. Options Considered

- 4.1 The Task Group considered options as set out in the questionnaire and made recommendations in accordance with the majority view expressed.

5. Policy Implications

- 5.1 The proposals contained within this report seek to enhance the effectiveness of the Council's policy making process but do not seek to alter existing policies.

6. Financial Implications

- 6.1 The proposals contained within this report will continue to contribute to the Council's need to reduce costs by the continued reduction of the number and frequency of meetings.

7. Personnel Implications

As regards personnel implications there will be no adverse impact on staff currently in post.

8. Statutory Considerations

It is a statutory function to have a Scrutiny function.

9. Equality Impact Assessment (EIA)

(Pre-screening report template attached)

- 9.1 An outline EIA is attached. There are no equalities implications arising from this report.

10. Risk Management Implications

- 10.1 The changes proposed within this report are designed to enhance the Council's policy and decision making process and therefore should help to reduce risk attached to the introduction of new policies or major projects by achieving an earlier more in depth and effective scrutiny of proposals.

11. Declarations of Interest / Dispensations Granted

None

12. Background Papers

- previous cabinet report 5 April 2016
- Minutes of Task Group
- Questionnaire



Pre-Screening Equality Impact Assessment

Name of policy/service/function	Scrutiny Review				
Is this a new or existing policy/ service/function?	Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Governance of the Borough Council policy making, project and programme approval.				
Question	Answer				
<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 according to their different protected characteristic, 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.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			/	
	Disability			/	
	Gender			/	
	Gender Re-assignment			/	
	Marriage/civil partnership			/	
	Pregnancy & maternity			/	
	Race			/	
	Religion or belief			/	
	Sexual orientation			/	
	Other (eg low income)			/	
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No				
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
<p>5. 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</p>	N/A	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name	Ray Harding				
Job title	Chief Executive				
	Date				

BOROUGH COUNCIL OF KING'S LYNN AND WEST NOR
ROLE PROFILE
SCRUTINY REVIEW AND DEVELOPMENT CHAIRMAN
Audit Committee
Corporate Performance Panel
Environment and Community Panel
Regeneration and Environment Panel

Key Points

1. To provide leadership of and direction to their particular Panel to fulfil the following roles:
 - a. Holding the Cabinet to account;
 - b. Policy development;
 - c. Performance and policy review; and
 - d. Scrutiny of public services delivered in West Norfolk by external organisations with their agreement.
2. To chair Panel meetings effectively (see Briefing note issued re Chairing of meeting in Members Mod Gov Library)
3. To understand the role of the Panel, and other Bodies their Terms of Reference and other aspects

Duties and Responsibilities

1. To lead on the development of an effective work programme, prioritising whenever necessary, to ensure that the work of the Panel has direction and focus and delivers effective outcomes, through the attendance of sifting meetings with officers.
2. To encourage and, where possible, ensure that Panel members obtain the necessary skills to carry out the scrutiny role
3. To work with officers in identifying training opportunities
4. To encourage all Non Executive members to engage with the scrutiny process
5. To meet and co-ordinate work with other scrutiny review and development Chairmen, sharing learning experiences where appropriate
6. To develop a constructive “critical friend” relationship with the Cabinet, especially with relevant portfolio holders
7. To develop a constructive relationship with the Chief Executive, Directors and Service Managers
8. To scrutinise, where appropriate, services and policies of the authority to ensure strategic objectives are met
9. To attend relevant Cabinet Meetings and present scrutiny recommendations from the Panel/Committee to the Meetings
10. To develop and maintain a working knowledge of the organisations, services, activities and other matters which affect and impact on the local community
11. For the Chairman of CPP – to manage the “Call In” process for any Cabinet decisions called in.
12. To promote and support good governance of the Council.

Skills Required

1. Good communication and interpersonal skills
2. Leadership and chairmanship skills
3. Project and time management skills
4. Ability to analyse complex information
5. Listening, Questioning and summarising skills
6. Clear understanding of the Council's budget and policies
7. Clear understanding of the Council's Call In process.
8. Ability to influence and work constructively with members, officers, the public and outside organisations
9. Ability to work as part of a team

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2017/2018

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
24th May 2017, 4.00pm - Tour of the Crematorium prior to the Environment and Community Panel Meeting				
24 th May 2017	Sustainability Transformation Plan – AGENDA ITEM WITHDRAWN BECAUSE OF THE PURDAH	Update	Chris Humphris and Dr Mack from the CCG	To be engaged in the STP consultation process.
24 th May 2017	Alive Leisure Update	Update	Alive Leisure	
24 th May 2017	Lily	Update	John Greenhalgh, Emma Boore, Karen Robson	
24 th May 2017	Food Waste Bin Liners	Consultation	Barry Brandford	
24 th May 2017	Appointments to Outside Bodies	Consultation	Rebecca Parker	To nominate representatives to serve on Scrutiny Outside Bodies for 2017/2018.
4 th July 2017	Homelessness Review	Review	Sheila Farley	
4 th July 2017	Demonstration on the Housing Register and how to bid for properties.	Information	Sheila Farley	As requested by a Member of the Panel.
4 th July 2017	Report from the Informal Working Group – West Norfolk Disability Forum	Policy	Informal Working Group	Report from the Informal Working Group on the future operation of the West Norfolk Disability Forum.

4 th July 2017	Tree Strategy	Policy Development	Chris Bamfield	
5 th September 2017	West Norfolk Strategy Group	Information	Becky Box	Information on the West Norfolk Strategy Group as requested by the Panel
5 th September 2017	Surface Water Management	Information	Dave Robson	
5 th September 2017	Advice Services	Update	Lorraine Gore and Sarah Dennis	Last update received in January 2017 and the Panel agreed to receive six monthly updates.
5 th September 2017	Local Lottery Proposals	Cabinet Report	Lorraine Gore	Update from the report previously received by the Panel.
10 th October 2017	Total Transport Scheme	Information	Norfolk County Council	To receive information on the scheme.
10 th October 2017	Update on Public Toilets	Update	John Hussey and Nathan Johnson	Update following the work of the Informal Working Group
10 th October 2017	West Norfolk Community Transport		Ben Colson and Peter Brown from WNCT and Sarah Dennis	To receive information and update from West Norfolk Community Transport
6 th December 2017	Alive Leisure Consultation on Fees and Charges	Update	Alive Leisure	Scheduled twice yearly updates.
6 th December 2017	Budget		Lorraine Gore	To receive a presentation on the Budget and have the opportunity to make

				any comments before it is presented to Cabinet
6 th December 2017	Scrutiny Arrangements Review – Cabinet Report	Cabinet Report	Sam Winter	To consider the report and make any appropriate recommendations to Cabinet.
4 th January 2018	Community Car Scheme		Lorraine Gore	
4 th January 2018	Discovery Centre Update	Update	Trustee – Graham Middleton	
4 th January 2018	Alive Leisure – Fees and Charges		Simon McKenna	Follow on from 6 th December
13 th February 2018	Cultural Strategy		Chris Bamfield	
13 th February 2018	Houses in Multiple Occupation and Housing Update		Lyn Ibbitson	As requested at the Panel Meeting in October
13 th February 2018	Littering and Dog Fouling	Update and Information	Mark Whitmore	Update requested by Chairman and Vice Chairman
27 th March 2018	Update from representatives on Outside Bodies	Annual Update		