

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



Regeneration and Development Panel

Agenda

Tuesday, 12th 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
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Friday 1st December 2017

Dear Member

Regeneration and Development Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 12th December, 2017 at 6.00 pm** in the **Town Hall, Saturday Market Place, King's Lynn** 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 - 11)

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 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 proposes 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. Cabinet Report - Scrutiny Arrangements Review (20 mins) (Pages 12 - 21)

8. Budget (60 mins) (Verbal Report)

9. Enterprise Zone Update (20 mins) (Verbal Report)

10. 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 paragraph 3 of Part 1 of Schedule 12A to the Act”.

11. EXEMPT - Waterfront Update (20 mins) (Verbal Report)

RETURN TO OPEN SESSION

12. Work Programme (Pages 22 - 24)

13. Date of the next meeting

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on **Wednesday 10th January 2018** at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Regeneration and Development Panel: Mrs J Collingham, C J Crofts, P Gidney (Chairman), M Chenery of Horsbrugh, M Howland, P Kunes, C Manning, G Middleton, T Parish, A Tyler, Mrs E Watson and Mrs A Wright (Vice-Chairman)

Portfolio Holders:

Councillor A Beales – Agenda Items 9 and 11

Councillor I Devereux – Agenda Item 7

Councillor B Long – Agenda Items 7 and 8

Officers:

Jemma Curtis – Regeneration Programmes Manager

Lorraine Gore – Executive Director

Matthew Henry – Property Services Manager

Sam Winter – Democratic Services Manager

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**REGENERATION AND DEVELOPMENT PANEL**

Minutes from the Meeting of the Regeneration and Development Panel held on Tuesday, 3rd October, 2017 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors P Gidney (Chairman),
Mrs J Collingham, C J Crofts, M Chenery of Horsburgh, M Howland, P Kunes,
C Manning, G Middleton, T Parish, M Taylor (substitute for Mrs A Wright), A Tyler
and Mrs E Watson

Portfolio Holders

Councillor A Beales - Portfolio Holder for Corporate Projects and Assets

Councillor I Devereux - Portfolio Holder for Environment

Councillor B Long – Leader of the Council

Officers:

Chris Bamfield – Executive Director

Martin Chisholm – Business Manager

Jemma Curtis – Regeneration Programmes Manager

Vanessa Dunmall – Performance and Information Officer

Dale Gagen – Corporate Project Officer

Steven King – THI Project Officer

Ostap Paparega – Regeneration, Heritage and Economic Development Manager

Jason Richardson – Regeneration Project Officer

By Invitation:

Captain Patrick Jary – Harbourmaster

RD41: APPOINTMENT OF VICE CHAIRMAN FOR THE MEETING

RESOLVED: Councillor Michael Howland was appointed Vice Chairman for the meeting.

RD42: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs E Nockolds and Mrs A Wright.

RD43: MINUTES

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

RD44: DECLARATIONS OF INTEREST

There was none.

RD45: **URGENT BUSINESS**

There was none.

RD46: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

RD47: **CHAIRMAN'S CORRESPONDENCE**

There was none.

RD48: **WORKSHOP SESSION - ACTIVITY ON THE GREAT RIVER OUSE, KING'S LYNN**

The Regeneration Programmes Manger explained that the workshop would look at activity on the River Ouse. She reminded those present that the Panel had received information and been involved with the Riverfront Masterplan and explained that through consultation on the Riverfront it had become apparent that additional activity on the River may be supported. She asked Members to put forward their aspirations and ideas and then suggestions could be looked at. The Panel was reminded that the River was under the jurisdiction of the Conservancy Board.

Captain Patrick Jary, Harbourmaster, was present at the meeting and he explained that he was willing to work with the Council and looked forward to hearing Members thoughts and ideas on encouraging activity on the River.

The Agenda provided information on existing uses and activities on the River and potential future uses. The Panel was reminded that previous use of jet skis on the River had resulted in complaints from local residents.

The Chairman thanked the Harbourmaster for attending the meeting and invited questions and comments from the Panel, to the Harbourmaster and officers, as summarised below.

The Panel discussed the pontoons and the Harbourmaster explained that he would be prepared to discuss with the Council the future management and operation of the pontoons, but highlighted that management of the pontoons would be resource intensive. Those present discussed potential improvements that could be made to the pontoons in the future.

The Panel was informed that a project had previously been developed to tidy up the Fisher Fleet, however it would require a Harbour Revision Order and funding for the project would be required.

It was suggested that a footbridge could be installed across the River. The Harbourmaster explained that safety issues would need to be considered, for instance it would need to be far enough away from any berthed boats in case they were swept down river by a bore tide.

Members broke out into workshop sessions to look at River activity on the great Ouse. The following suggestions and ideas were put forward:

- Expansion of the Pontoons was generally supported with a mix of permanent and residential berths. Improvements could be made to the facilities available for example toilets and showers.
- Continue to be involved in Sail the Wash and look at promoting the Wash further afield, for instance Holland.
- The Ferry was an important resource for visitors and commuters to the town. Consideration to be given to increasing car parking facilities on the West Lynn side.
- River cruises and fishing trips.
- Events including kite festivals, rowing club events, regattas, floating festivals and fireworks.
- The Panel supported the continued use of the River for the Hanse Water Ski race and it was suggested that more events like this could be put on during the year.
- Improvements to slipways.
- Ensure that the TIC promoted the Pontoons.
- Improvements to lighting along the Riverfront to give it more of a promenade feel.
- King's Lynn should be facing the River and not have its back to it.
- Any activity along the Riverfront should be commercially viable.
- Boat Chandlers.
- Discussions could take place with the Sea Cadets on use of their building and use of the River.
- Look for examples of what other towns and cities have done to improve Riverfront activity.
- Linking up to Denver Lock.

The Portfolio Holder for Corporate Projects and Assets thanked the Panel for their suggestions which would be considered by the relevant officers and details of any specific projects would be brought back to the Panel in the future.

The Chairman thanked the Harbourmaster for attending the meeting.

RD49: **TOWNSCAPE HERITAGE INITIATIVE UPDATE**

Members thanked the THI Project Officer for the tour of the Townscape Heritage Initiative area which had been conducted prior to the meeting.

RESOLVED: A further tour be arranged for approximately six months' time so that Members could see the progress which had been made.

RD50: **NEW ECONOMIC STRATEGY FOR NORFOLK AND SUFFOLK**

The Regeneration, Heritage and Economic Development Manager presented the Norfolk and Suffolk Economic Strategy which had been created by the New Anglia Local Enterprise Partnership. He explained that it was a Government requirement for Local Enterprise Partnerships to provide an Economic Plan which would be used to guide its work and investment up to 2036.

The Regeneration, Heritage and Economic Development Manager reminded the Panel that the document had been created by the Local Enterprise Partnership, not by the Council, but the Council attended several stakeholder engagement meetings at Member and officer level. Cabinet would be asked to endorse the document at their next meeting.

The Chairman thanked the Regeneration, Heritage and Economic Development Manager for the information and invited questions and comments from the Panel as summarised below.

Councillor Collingham felt that the document was good, but asked where the funds would come from for all the improvements required to the railway and roads. The Leader of the Council, Councillor Long explained that it was a Government requirement for the Local Enterprise Partnership to create the Strategy, which would be used to bid for funding and identify the priorities for the area. He felt that the improvements to the Ely North Junction were a high priority for the whole of the New Anglia Local Enterprise Partnership area.

In response to a question from the Chairman, the Leader explained that the Local Enterprise Partnership was mindful that if jobs were created and there was additional economic activity, this would have an impact on housing requirements. He explained that the strategy also referred to the benefits of tourism.

RESOLVED: The Regeneration and Development Panel noted the Strategy.

RD51: **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items 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.

RD52: **EXEMPT - ENABLING STALLED SITES ACROSS THE BOROUGH TO BE DEVELOPED**

The Corporate Project Officer provided Members with detail on proposals on how the Council could enable stalled sites in the Borough to be developed (as attached). Detail was provided on the process for determining a stalled site, development appraisals and the delegated powers which would be required. The draft Policy would be subject to a future Cabinet report.

The Chairman thanked the Corporate Project Officer for his presentation and invited questions and comments from the Panel. The Portfolio Holder for Corporate Projects and Assets explained that he had asked for this policy to be developed to address difficult sites. He explained that work would be carried out with the Derelict Land and Buildings Group and that the Council would also take into consideration any risks, such as dealing with contamination issues.

The Leader of the Council encouraged Members to pass on details on any sites in their Wards which caused dis-amenity or antisocial behaviour to see if they would fit into the scheme.

The Panel acknowledged that the internal resources available would determine how many sites could be progressed through the Policy.

RESOLVED: The Regeneration and Development Panel supported the Policy for enabling stalled sites across the Borough to be developed.

RD53: **EXEMPT - ONE PUBLIC ESTATE UPDATE**

The Performance and Information Officer provided the Panel with an update on One Public Estate – Hunstanton Regeneration (as attached). The Panel was informed that all relevant sites would be subject to normal planning rules including gaining Planning Permission if required.

The Chairman thanked the Performance and Information Officer for her presentation and invited questions and comments from the Panel.

The Panel was informed that meetings had been held with the Borough Councillors and County Councillor representing Hunstanton and Hunstanton Town Council. All parties were generally supportive of the proposals.

RESOLVED: The Regeneration and Development Panel noted the update.

RD54: **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.

RESOLVED: The Panel's Work Programme was noted.

RD55: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on **Tuesday 12th December** at 6.00pm in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn.**

The meeting closed at 8.45 pm

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

REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2017/2018

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
28 th June 2017	Enterprise Zone Update	Update	Ostap Paparega	
28 th June 2017	Riverfront Delivery Plan – Final Report	Policy Development	Jemma Curtis	To comment on the final report before consideration by Cabinet.
28 th June 2017	One Public Estate Update	Update	Matthew Henry	To receive an update. Last update presented to the Panel was in November 2016
28 th June 2017	Southgates	Policy Development	Matthew Henry	Workshop Session
25th July 2017 – Venue Hunstanton Sailing Club – 4.45pm – tour and meeting to start at 6.00pm				
25 th July 2017	Tour of Hunstanton Heritage Gardens to take place before the meeting at 4.45pm			
25 th July 2017	Bus Trips	Workshop session	Councillor Crofts	Councillor Crofts to present suggestions on what could be done to encourage more bus trips into the town centre.
25 th July 2017	Hunstanton Heritage Gardens	Update	Jemma Curtis/ Ostap Paparega	Update following tour before meeting
25 th July 2017	Hunstanton Prospectus Update	Update	Jemma Curtis/Ostap Paparega	To receive an update on the work of the CCT
29th August 2017 - Tour of Lynnsport Housing site before meeting – 4.45pm				
29 th August 2017	Lynnsport Major Housing Project and Tour of the Site	Update	Dale Gagen.	
29 th August 2017	EXEMPT - Heritage Action Zone – Update and Options	Update	Ostap Paparega	To receive an update and make comments
29 th August 2017	EXEMPT - THI 2 – follow up from Workshop Session	Policy Development	Jemma Curtis/Ostap Paparega/Steven King	To receive an update following the Workshop sessions held in April 2017.

29 th August 2017	Register of places of interest	Verbal Update	Chairman	Chairman requested this item be added to the Work Programme.
3 rd October 2017 – meeting to be preceded by a tour of the THI area – Members to meet at the Town Hall at 4.45pm.				
3 rd October 2017	Tour of St Margarets and St Nicholas THI area	Update following tour	Steven King	Follow up after the tour which will precede the meeting
3 rd October 2017	Workshop Session – River access	Workshop	Chris Bamfield	As discussed at the August meeting.
3 rd October 2017	Enabling stalled sites across the Borough to be developed – EXEMPT	Presentation	Dale Gagen	
3 rd October 2017	One Public Estate EXEMPT	Verbal Update	Matthew Henry	Verbal Update
3 rd October 2017	New Economic Strategy for Norfolk and Suffolk	Information	Ostap Paparega	To receive information prior to the Strategy being submitted to Cabinet for endorsement
12 th December 2017	Budget	Presentation	Lorraine Gore	Opportunity to feed into the Budget setting process prior to its submission to Cabinet and Council.
12 th December 2017	Enterprise Zone Update	Update	Jemma Curtis	
12 th December 2017	EXEMPT Waterfront Update	Update	Jemma Curtis	To receive an update on sites in the area.
12 th December 2017	Scrutiny Arrangements Review – Cabinet Report	Cabinet Report	Sam Winter	To consider the report and make any appropriate recommendations to Cabinet.
10 th January 2018	Infrastructure Delivery Plan and West Winch Development	Update	Nikki Patton, Alan Gomm	Follow up as requested by the Panel in March.
10 th January 2018	St George's Guildhall update	Update	Chris Bamfield	
20 th February 2018	Small Housing Development Sites		Matthew Henry	
20 th February 2018	Compulsory Purchase Order Powers		Matthew Henry/Stuart Ashworth	

3 rd April 2018	Design proposals for Morston Land		Dale Gagen	