

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



COUNCIL MEETING

Agenda

Thursday, 23rd January, 2020
at 6.30 pm

in the

**Assembly Room
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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Dear Councillor

You are hereby summoned to attend a meeting of the **Borough Council of King's Lynn and West Norfolk** which will commence at **6.30 pm** on **Thursday, 23rd January, 2020** in **The Assembly Room, Town Hall, Saturday Market Place, King's Lynn** to transact the business shown below.

Yours sincerely

Lorraine Gore
Chief Executive

BUSINESS TO BE TRANSACTED

1. PRAYERS

2. APOLOGIES FOR ABSENCE

3. MINUTES

To confirm as a correct record the Minutes of the Meeting of the Council held on 28 November 2019 (previously circulated).

4. DECLARATION 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.

5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

To receive Mayor's communications and announcements.

6. URGENT BUSINESS

To receive any items of business which in the opinion of the Mayor are urgent.

7. PETITIONS AND PUBLIC QUESTIONS

To receive petitions and public questions in accordance with Standing Order 9.

8. APPOINTMENT OF SECTION 151 OFFICER

Council is invited to appoint the new Assistant Director Resources - Michelle Drewery as the Council's S151 Officer on commencement of her role on 2 March 2020.

9. PROPORTIONALITY (Pages 6 - 7)

10. CABINET MEMBERS REPORTS

In accordance with Standing Order 11.1 to receive reports from Cabinet Members in the following order and under Standing Order 11.2 (a) Members of the Council may ask questions of the Cabinet Member on their reports and Portfolio areas:

(Councillors are reminded that this is a question and answer session not a debate.)

- 1) **Business Development - Councillor G Middleton** (Pages 8 - 9)
- 2) **Commercial Services - Councillor P Kunes** (Pages 10 - 11)
- 3) **Development - Councillor R Blunt** (Pages 12 - 14)
- 4) **Environment - Councillor I Devereux** (Pages 15 - 16)
- 5) **Housing - Councillor A Lawrence** (Pages 17 - 18)
- 6) **Project Delivery - Councillor P Gidney** (Pages 19 - 20)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 21 - 23)
- 8) **Leader and Resources - Councillor B Long** (Pages 24 - 25)

11. MEMBERS QUESTION TIME

In accordance with Standing Order 11.2 (b), Members of the Council may ask any questions of the Chair of any Council Body (except the Cabinet).

12. RECOMMENDATIONS FROM COUNCIL BODIES

(Members are reminded this is a debate, not a question and answer session)

To consider the following recommendations to Council:

- 1) **Cabinet: 7 January 2020** (Pages 26 - 27)
 - CAB84: Council Tax Support Final Scheme 2020-21
 - CAB85: Corporate Business Plan
 - CAB86: Contract Standing Orders - Update

13. NOTICE OF MOTION

To consider the following Notices of Motion:

(1/20) submitted by Councillor de Whalley

“This council recognises that it is the body vested with the authority within its jurisdiction (The Borough of King’s Lynn and West Norfolk) to take such timely actions necessary to prevent dangerous climate change, as our fair share of the UK’s efforts to limit global temperature increase to 1.5°C (as per our commitments to the Paris Agreement), which is not only morally and politically the right thing to do but that it is also an inescapable legal obligation following the Dutch Supreme Court Judgement (Urgenda v The State of the Netherlands) on December 20th, 2019.

“Environmental plans at all levels of government have the capacity to affect human rights, and the right to family life and the right to life. The Dutch Supreme Court’s ruling reflects this in stating that governments have a legal responsibility to reduce emissions, to mitigate climate change for the protection of their citizens under Articles 2 and 8 of the European Convention on Human Rights (ECHR, 1953). All governments bound by the ECHR are subject to the same obligations. The UK is a signatory to the ECHR, and the same obligations are on UK Statute as the Human Rights Act 1998. The scope of this Act within the UK is unaffected by the withdrawal agreement and can only be rescinded by an act of parliament.”

Lorraine Gore
Chief Executive

REPORT TO COUNCIL

Open				
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327			Other Officers consulted: Chief Executive, Monitoring Officer	
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting : 23 January 2020

REVIEW OF PROPORTIONALITY

It is the duty of the Council to review annually the entitlement of political groups to seats on committees in line with the proportionality rules set out in the Local Government and Housing Act 1989. The rules allow adjustments to be made to make whole numbers of seats and, once the Council has determined how adjustments should be made, appointments are made to committees on that basis. As there has been a change in Group membership following the By Election on 12 December 2019 it is being presented for review.

RECOMMENDED: That proportionality be amended by the change of seats as follows:

Conservatives gain 2 seats: 1 on Audit Committee and 1 on Regeneration and Development Panel.
Independents lose 2 seats: 1 on Audit Committee and 1 on Regeneration and Development Panel.

1 Background

The rules around proportionality are as set out below:

- (1) No political group can have all the places on a committee (the exception is the Cabinet).
- (2) A group having an overall majority on the Council is entitled to a majority of seats on each committee.
- (3) The aggregate number of seats across all committees is allocated in accordance with each group's entitlement.
- (4) The number of seats on each committee is allocated in accordance with each group's entitlement.

2 Proportionality Change

Following a change in Group membership across the Council it has required the proportionality to be reviewed.

The change is that following the resignation of Councillor Pope (Ind), at the subsequent by election on 12 December 2019 Councillor Mrs V Spikings (Con) was elected.

3 Amended level of Seats Allocated

To take into account the amended proportionality, Council is invited to approve the change.

CABINET MEMBERS REPORT TO COUNCIL

23 January 2020

COUNCILLOR GRAHAM MIDDLETON - CABINET MEMBER FOR BUSINESS DEVELOPMENT

For the period 29 November 2019 to 10 January 2020

1 Progress on Portfolio Matters.

Future High Streets Fund

The deadline for the submission of a draft business case to Future High Streets Fund is looming and officers are working hard to get everything together ready for the 15 January.

We have concluded the latest phase of consultation and received some valuable insight from respondents about how they use the town, what the barriers are, and ideas they have for the town. This is on top of the original consultation we did for the expression of interest. We are grateful to everyone who has taken the time to give us their views as this input is a vital part of our submission. In total we have heard from around 500 people, and a number of these are keen to remain engaged in the project and further consultation.

The majority of respondents frequently visit the town centre either daily, several times a week or weekly. The top three reasons for coming into the town were clothes shopping, eating out, or banking. The biggest pulls into the town centre in terms of shops were Primark, M&S and Debenhams and the most visited streets are High Street, Tuesday Market Place and New Conduit Street. The main things people enjoy about the town are the shops, the history and meeting friends. When it comes to wellbeing people cited the festivals, the events and The Walks as being beneficial. It was clear from the way people described the town, that there are good things happening and lots of potential to improve.

It was also clear that the perception of the town from frequent visitors is less positive than from infrequent visitors. Traffic, parking and variety of shops were also highlighted as barriers to the town and that those that came to town on foot or by bike or public transport were more positive about the town.

Feedback from the survey will be made public shortly through the Vision King's Lynn channels, and this feedback will be used to support our draft submission to Government.

Mayor's Business of the Year

I met with The Mayor and the council's business development officer on 12th December to review the entries received for the Mayor's Business of the Year category of the annual Mayor's Business Awards. I am pleased to say that there was a strong field but after considerable debate we selected three businesses as finalists for this year's award. We will be visiting these businesses on 22nd January, after which we will select the winner. The winner will be announced by The Mayor at the annual Mayor's Business Awards dinner on 6th March.

3 Meetings Attended and Meetings Scheduled

Cabinet
Cabinet Sifting
Various officer meetings

CABINET MEMBERS REPORT TO COUNCIL

23 January 2020

COUNCILLOR PAUL KUNES - CABINET MEMBER FOR COMMERCIAL SERVICES

For the period 28 November 2019 to 23rd January 2020

1 Progress on Portfolio Matters.

St James Multi-Storey

Following on from the system upgrade in the late autumn, I thought it useful to share some statistics from the Christmas period.

On the last trading Saturday before Christmas (21st) the car park was above 70% occupancy between 10am and 3:30pm, with above 95% which is effectively full between 11:30 and 2pm.

Of the 1,994 cars that used the car park on that day, the average physical stay in the car park was 2hrs 13 minutes.

In December credit/debit card payments amounted to 34% of the transactions, which if you recall was a new service recently introduced. I should point out that the Council has to pay a “merchants fee” for each card payment and this will have to be taken into account when parking charges are reviewed.

Gayton Road Cemetery.

Analytical work is still underway for this site and will continue in to February at which time it is hoped that enough data will be available for presentation to the Environment Agency to allow a more definitive operating practice going forward to be agreed. In the meantime, we continue to deal with burial requests on a case-by-case basis.

2 Forthcoming Activities and Developments.

Events and Par Park Accessibility.

The Mart arrives on the evening of Tuesday 11th February and leaves on Sunday 23rd February. As in previous years Common Staithe Quay and the Tuesday Market Place will be unavailable during this period.

3 Meetings Attended and Meetings Scheduled

Cabinet
Portfolio briefing
Car parks
Crematorium and Cemeteries
Corporate performance panel
Members Training (Treasury)
E&C Panel
QE Trust Board of Governors
Conservancy Board.
IDB

CABINET MEMBERS REPORT TO COUNCIL

23 January 2020

COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

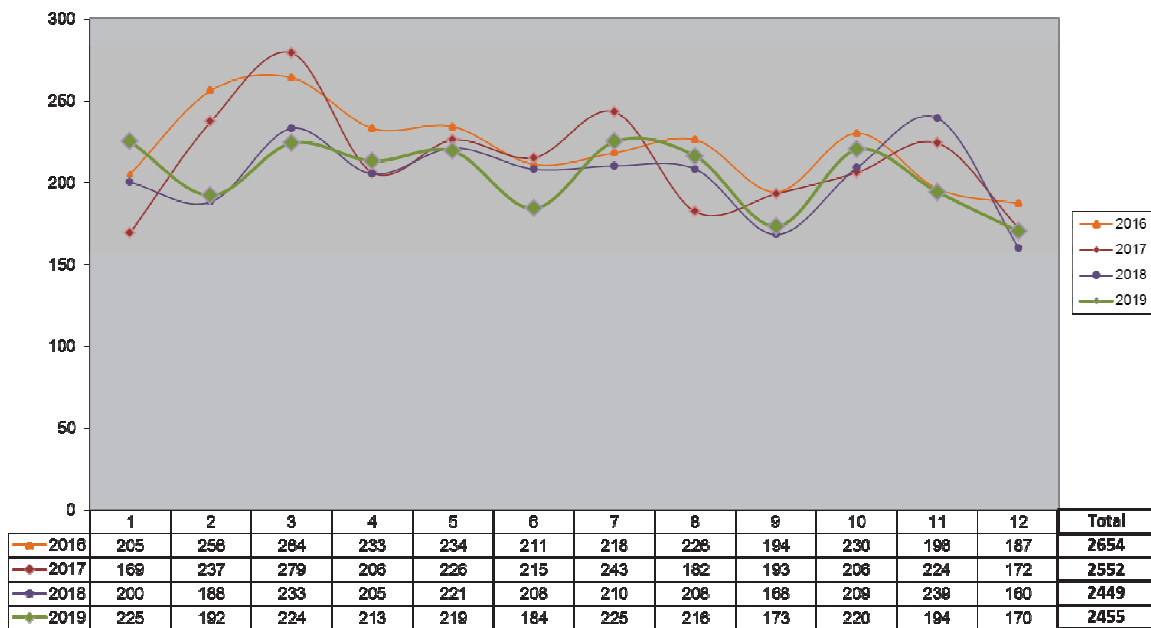
For the period 28 November 2019 to 11 January 2020

1 Progress on Portfolio Matters.

Planning Applications

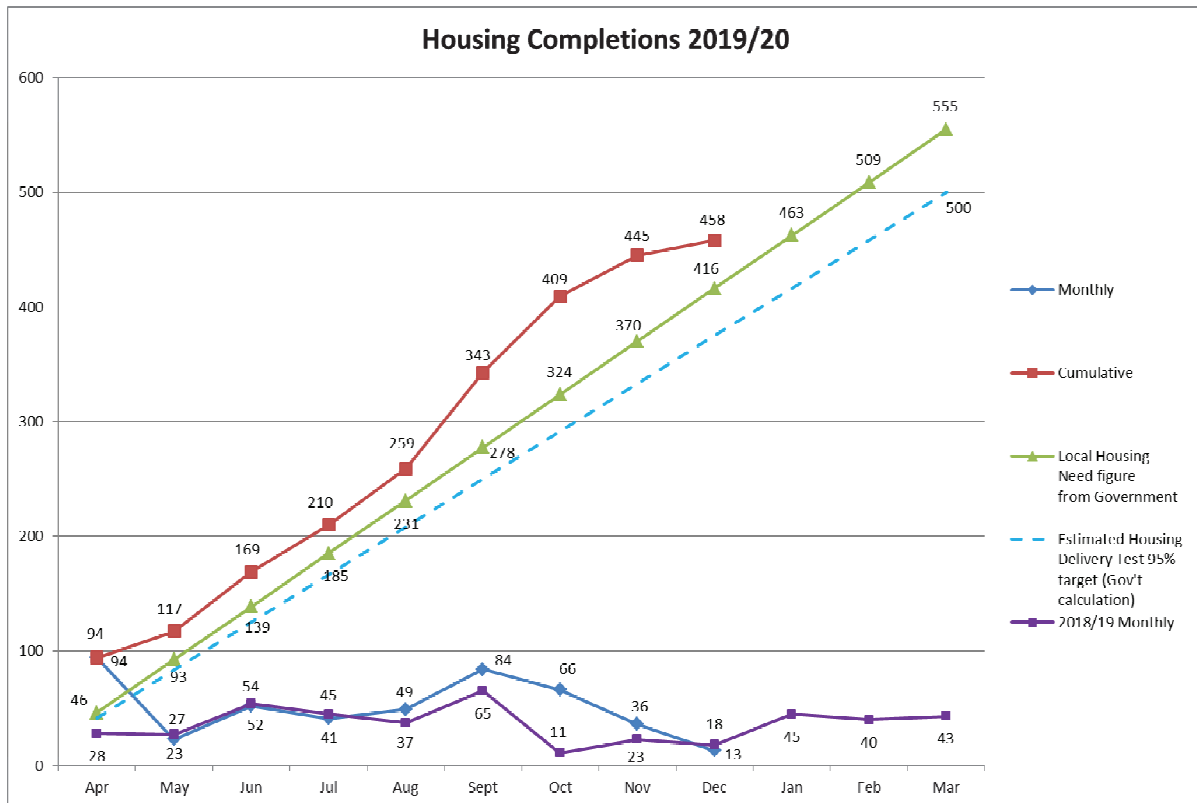
Planning applications received for 2019 was almost identical to 2018, 2449 in 2018 and 2455 in 2019.

Planning and discharge of condition applications received



Housing Completions

36 completions in November and 13 in December. 458 completions in the first nine months of 2019, April – October, compared to 308 in 2018, 42 above the projected Local Housing Need figure set by Government.



Appeal Performance 1/1/19 – 31/10/19

	Dismissed	Allowed
Planning appeals	51	13
	80%	20%
Enforcement appeals	8	2
	80%	20%

The national average figure for planning appeals allowed is around 34%.

Energy from Waste (EfW) plant in Wisbech

The developers of the proposed Energy from Waste (EfW) plant in Wisbech have recently contacted officers of all relevant Councils to discuss the proposed development, which is to be dealt with by a Development Consent Order (DCO) application, as given its size it is deemed to be a Nationally Significant Infrastructure Project. A DCO application is dealt with by the Planning Inspectorate (PINS), who recommends a decision for the Secretary of State (SoS) for Business, Energy and Industrial Strategy to either approve or refuse the application. There will be at least two rounds of consultation in the process, at the pre-submission and submission stages of the proposals, and precise details of the consultation strategy are currently being worked up by the developers. Officers have recommended that the developers offer to present the proposals to all Councillors in the pre-submission stage.

Kings Lynn Transport Strategy timetable

- January 28 Borough Council R+D Panel meeting
- January 29 Norfolk County Council Infrastructure and Development Committee
- February 3 Norfolk County Council Cabinet meeting
- February 4 Borough Council Cabinet meeting

Neighbourhood Plans

There is continued interest from parishes in preparing neighbourhood plans. Holme next the Sea plan is at Examination; Upwell has had an Examiner appointed; and there have been meetings held with Old Hunstanton about draft policies, and an initial introductory meeting with representatives of Burnham Market.

Local Plan Task Group

The Task Group continues to assess the responses to the consultation, with very thorough discussions on potential policy changes. We have met more frequently than anticipated, and will also devote extra time in the new year. However there is an impact on the timetable as a result.

Custom Build and Self Build Task Group

At the national Build It Awards, the Borough Council of King's Lynn & West Norfolk scooped the Best Council for Self or Custom Build Award.

In winning the award, they beat off stiff competition from Plymouth, Glasgow and Cherwell councils.

Chris Bates, Editor of Build It and Chair of the awards, said that newcomers to the competition, the Borough Council of King's Lynn & West Norfolk, were worthy winners. He added: "This local authority has won the award as they have worked closely with the National Custom and Self Build Association to bring forward the borough council's first custom build housing site. They have also actively promoted the benefits of 'Self Build' in their area so that all local residents are aware of the opportunity."

The Build It Awards celebrate all aspects of self build and renovation, including completed projects, services and suppliers. The awards bring together architects, manufacturers and key industry figures in recognition of innovation and excellence in the custom and self-build home sector. The Best Council for Self or Custom Build Award goes to the local authority that has done the most to facilitate self and/or custom building in the UK.

Meetings Attended

Portfolio Meetings,
Local Plan Task Group,
Custom and Self Build Task Group
Cabinet
Cabinet Sifting
CNC Meeting
Build It Award Presentation

CABINET MEMBERS REPORT TO COUNCIL

23 January 2020

COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT

For the period 28 November 2019 to 13 January 2020

1 Progress on Portfolio Matters.

We await resolution of residual issues arising from the final stages of the Joint Waste Collection Contract procurement.

Senior Environment Agency Officers and their consultants, Jacobs Engineering and Royal Haskoning, conducted their 10 year review on the Shoreline Management Plan #4, which covers the Wash East Coast from Wolferton Creek to Hunstanton. Ours is one of 20 such plans, covering the coastline of England and Wales. We understand that the review outcome will confirm that our consequential action plans, prepared under the Wash East Coast Management Strategy, for the Snettisham Beach recycling programme and the proposed Hunstanton Coastal Management Plan for defence of the Cliffs, Beach and Promenade, remain valid for the next decade.

Our continued involvement with the Environment Agency Coastal Management Group and the Local Government Association Coastal Special Interest Group indicates an expectation that a deeper revision of the DEFRA and EA policies, strategies and technical requirements for Flooding and Coastal Erosion Risk Management work is gaining pace to address the rapidly evolving implications of climate change.

2 Forthcoming Activities and Developments.

When it met in December, our multi-agency **Habitat Regulations Assessment Monitoring, Mitigation and Green Infrastructure Panel** agreed the timetable for the next call for proposals for projects to reduce the impact of increased population due to Housing Development and Tourism on our Internationally recognised 'Nature Reserves'. It was also agreed the recently completed project – "**The Wild Recreation Guide** – for the Wash and Norfolk coast" to help both locals and visitors **Enjoy, Respect and Protect** our coastal environment will be given a high profile formal launch in the Spring.

3 Meetings Attended and Meetings Scheduled

03/12/19 - Environment Agency – Fens Technical Group
06/12/19 – Special Cabinet on The new Joint Waste Collection Contract
11/12/19 – Habitat Regulations Assessment Monitoring, Mitigation and Green Infrastructure Panel
12/12/19 – Review of Shoreline Management Plan 4 (Wash East Coast)
16/12/19 – Cabinet sifting
07/01/20 – Cabinet
08/01/20 – Environment Agency – East Anglian Coastal Group
09/01/20 – Local Government Association – Coastal Special Interest Group

Scheduled

13/01/20 – CPP
14/01/20 – Training
17/01/20 – King’s Lynn Internal Drainage Board
20/01/20 – Cabinet Sifting
21/01/20 – E&C
22/01/20 – Training
23/01/20 – Environment Agency – Anglian(Great Ouse)Regional Flood and Coastal Committee
23/01/20 – Council

CABINET MEMBERS REPORT TO COUNCIL**23 January 2020****COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING**

For the period 28 November 2019 to 13 January 2020

Progress on Portfolio Matters.**Homelessness and Rough Sleeper Strategy**

The Council has a statutory duty to produce a homelessness strategy setting out the issues it faces locally and what it is doing to prevent homelessness. A draft strategy was produced in late 2019. It has a 5 year life span although the action plan contained within the strategy will be reviewed annually. The draft strategy was presented to the Environment and Community Panel on the 15th October 2019 – The Panel supported the draft Strategy.

The draft was then further consulted on with key stakeholders on 11th of December 2019. The event was well attended with over 50 attendees and overall feedback was very positive. The purpose of the event was to hear the views of partners on the priorities identified in the draft strategy and obtain their input on how we might deliver our objectives over the next five years. Of particular interest to the Council was their thoughts on our Action Plan contained within the Strategy.

The half day event not only provided a presentation on the strategy and gathered feedback but also allowed officers to update partners on some changes in our teams and services provided, as well as reflection on the last 12 months.

We obtained valuable feedback some of which will be incorporated into the Action Plan as we move forward.

The Strategy was adopted by Cabinet on 7th Jan 2020 along with that the role of the Environment and Community Panel group - Homelessness and Housing Supply Task Group in overseeing the delivery of the Action Plan being endorsed.

Custom & Self-Build Award

The Council scooped the Best Council for Self or Custom Build Award in December 2019.

This is fantastic news and I am really pleased, I will let my dear friend Cllr Richard Blunt fill you in on the details

King's Lynn and West Norfolk – Housing Needs Assessment

Work to finalise the Housing Needs Assessment is progressing well (formerly Strategic Housing Market Assessment) with a final draft expected by early February. A number of briefings are currently being planned and further consultation will take place as part of the Local Plan Review work. Emerging information from the draft was presented at a pre-Council briefing in December 2019. Information contained within the housing needs assessment should inform The Council's strategic policies

Meetings Attended

Full Council
Meetings with Officers
Cabinet

CABINET MEMBERS REPORT TO COUNCIL

23 January 2020

COUNCILLOR PETER GIDNEY CABINET MEMBER FOR PROJECT DELIVERY

For the period to 10 January

1 Progress on Portfolio Matters.

Discussions relating to projects on the council website.

Purpose

- a) To provide an easily accessed path to details of new and past projects in the Borough so that Members and the community can see what is going on where and how different projects relate to one another.
- b) The proposal is to concentrate on principally the spatial aspects of a project then in context with the wider benefits to the Borough, with illustrations.

House Sales

The Assistant Director Companies & Housing Delivery is pleased to confirm the sale of four houses in this New Year, 2 in Dewside and 2 in Nora, Nar Valley Phase 3. This is encouraging and I hope this is an indication that things are getting easier for people in the housing market.

'Green' Considerations

Officers have met to consider how to administer future environmental issues within the Borough, this was a very positive meeting.

A possible future development for one project area is a handbook to define various different levels and types of management in a public open space, for example different areas of grassland have different attributes/ uses some areas may need less mowing to enable a wild flower population to develop, other areas for sports recreation will require more frequent cutting and so on: the handbook will define a management regime for each area. There are several strategies which other Authorities have looked at so we can assess their strategies too.

I am very encouraged by the professional approach and consideration shown by the officers relating to the initial stages of project development, specifically examining carbon reduction and sustainability, primary

components for good planning and design for our future development projects.

2 Forthcoming Activities and Developments.

3 Meetings attended and Meetings scheduled

Attended a)

December

6 Special Cabinet

9 Portfolio

16 Cabinet Sifting

January

6 Special Cabinet

7 Cabinet

9 Portfolio Meeting

9 Members training

January Scheduled so far - after 10th January b)

14 Members Training

15 Special Portfolio Meeting

16 Joint Portfolio Meeting

20 Cabinet Sifting

21 HAZ Partnership

23 IDB

27 Risk Management Training

28 R and D

February

3 Portfolio Meeting

4 Cabinet

CABINET MEMBERS REPORT TO COUNCIL**23 January 2020****COUNCILLOR MRS EA NOCKOLDS
CABINET MEMBER FOR CULTURE HERITAGE & HEALTH**

For the period 28 November 2019 to 16th January 2020

1 Progress on Portfolio Matters.

Our Tourism department are working towards the 2020/21 holiday season. As you are aware printed marketing materials are produced for each year. The quantity of printed editions of the WN Holiday guide has been reducing over the last 5 years, just 25,000 are produced and delivered to many venues throughout the Greater Eastern region, as does the Where to go and What to do leaflet. The ever popular 'Discover Kings Lynn' map has a print run of 160,000 and will be published in early February. Mini guides for both Hunstanton and Downham Market will be updated and printed and distributed in Spring.

Our Visit West Norfolk web-site/phone app carries much more information of our area both for residents and visitors with information added and updated throughout the year. The total page views of the web-site during 2019 was 880,199, compared to 2018 which was 615,698. The majority of the page views were specifically for Venues/Accommodation/Events entries. 1,900 events have been promoted as entries on the web-site/phone app.

We need more rural tourism businesses to use our events database not only to promote their own events but to use it as a resource to promote upcoming events in their locality.

Two mobile phone apps and web-site, 'Explore West Norfolk' and 'Walk West Norfolk', which was funded from the LEADER EU funding programme during 2019, is part of the ongoing portfolio of visitor products for west Norfolk. During the first 8 months of these web-sites, over 14,460 users have accessed and downloaded the phone apps. In partnership with NCC Norfolk Trails department our Tourism department has added all 16 trails from the recent West Norfolk, 'Coastal Treasures' book onto the web-site.

The Tourism department continues to work closely with 'Visit Norfolk' and 'Visit East of England' to promote the county and wider area in a variety of joint campaigns which includes a new set of online 'Perfect Year-Round' short promotional films shot across Norfolk, which are shown via social media. The films can also be seen on visitwestnorfolk.co.uk. The department also submits articles in many national and regional publications including group/coach tour

operators.

We are working in partnership with Norfolk County Council with a project named PROWAD which is funded from a European Regional Development Fund. The overall objective of PROWAD is to support sustainable economic tourism growth in the North Sea region through engagement of small and medium enterprises, SME's, in nature conservation, 'Protect & Prosper'. Project partners are Denmark, Germany, Netherlands and Norway. The wider project includes UNESCO Wadden Sea World Heritage site. This project is taking advantage of the growing demand for outdoor and special interest tourism. Invitation has been sent out to small and medium businesses in west Norfolk to free nature focussed networking workshops who have an interest in tourism and nature conservation. The aim being to provide SME's with consumer trend data behind the growing demand. There are three different workshops first one being 28th January subject being 'Dark Skies' the next two will be for businesses connected with Nature Experiences and locally provided Food, Gastronomy and Drink.

2 Forthcoming Activities and Developments.

The Lynn Museum, which is 176 years old this month, continues to have free admission until end of March 2020 The free admission period is provided under the terms of the SLA between the Borough Council and Norfolk Museums Service. The Museum continues to host monthly Coffee, Cake and Collections, 'coffee mornings', which are held on first Wednesday of each month. Also a monthly 'Mini Museum' club aimed at under 5's is proving popular. The group meets on the second Tuesday of each month.

The Council are planning 3 events to commemorate the 75th anniversary of VE Day on the 8th May at the Town Hall with a thanksgiving service on the 10th May at All Saints Church. On August 15th arrangements are being made to commemorate the 75th anniversary of VJ Day which will include the lighting of the Borough Beacon at King Staithe Square. To support community groups to commemorate the 75th anniversaries a grant is available via the Norfolk Community Foundation as they administer grants on our behalf.

The Pantomime at the Corn Exchange was a huge success with attendance increase from 2018 of 20,631 to 22,399 this year, which brought an increase of approximately 15% of gross income. The construction of the Cinema in the Corn Exchange has started with the external scaffolding being constructed. Although the construction will continue until May the theatre will be open for business on 5th March.

3 Meetings Attended and Meetings Scheduled

Portfolio meetings with;
Lorraine Gore Chief Executive
Chris Bamfield Executive Director

Martin Chisholm Assistant Director
Duncan Hall Assistant Director
John Greenhalgh Assistance Director
Neil Grommet Managing Director Alive WN
Phillip Eke Tourism Officer
Claire Thompsett Central Parks & Open Space Manager

Cabinet

Regeneration & Development Panel
Environment & Community Panel
KL & WN Area Museums Committee
Downham Mkt. Town Council Liaison meeting
Hunstanton Town Council Liaison meeting
Visit Norfolk Board meeting
WN Tourism Forum Executive meeting
Heritage Learning Forum
KL Internal Drainage Board

CABINET MEMBERS REPORT TO COUNCIL

23 January 2020

COUNCILLOR BRIAN LONG – LEADER & CABINET MEMBER FOR RESOURCES

For the period 28 November 2019 to 13 January 2020.

1 Progress on Portfolio Matters.

Budget Monitoring:

The November monitoring report only showed a small variance from expected position. It was however noted, that departments are holding balances for vacant posts / Staff Turnover. I have agreed that these reserves would be better held centrally with departments bidding for additional funding should monies be required for additional staff / replacements. This should be shown within the next monitoring report as a saving.

We are still holding high general fund balances ahead of budget setting for 20/21, this is prudent given the future uncertainty of funding methodology going forward. However we have received confirmation of next year's funding settlement of revenue support grant and rural services delivery grant, these are in line with last year's settlement and slightly more than expected. This makes budgeting for 20/21 marginally better than expected and this budgeting process will see reports to Cabinet and Panels over the next month.

Town Council Liaison Meetings:

I continue to hold regular meetings with both Downham Market and Hunstanton Town Council Representatives (both Clerks and Councillors) together with local Borough and County Councillors from each area. These meetings are proving to be helpful in understanding needs going forward and problems and how we can help in sorting them out.

Members Training Sessions:

It is disappointing that some training sessions are not as well supported as they could be. Recent training sessions for Planning and Treasury Management were however better attended. Professional trainers can be expensive however the more members attend the session the unit cost becomes less and allows more to be got out of the training provided. I would urge all councillors to attend training provided to broaden their knowledge even if they are not involved on a panel or committee that deals with the particular subject.

Management / Senior Officer Team:

Restructuring of Senior management has now concluded and all Assistant Directors are now in post. A chart is being circulated to members to show who reports to who, and who covers what areas of operation.

2 Forthcoming Activities and Developments.

Norfolk Working Better Together:

As you will see from my future meetings to be attended it has been agreed by all of Norfolk's Council Leaders to participate in a focus series of meetings to attempt to achieve the best we can from collaboration with each other from Joint Working to Sharing and managing services. This work has evolved over a number of years and the intention is to really get to grips with getting the very best from Local Government. Whilst I was agreeable to partaking in this process I am aware that we currently are in multiple arrangements and it is not intending to unpick these, but more to get the very best we can from working together and explore further collaboration. I will update further once the series of meetings commence over the next few weeks.

3 Meetings Attended and Meetings Scheduled

In addition to my usual round of Cabinet and Portfolio meetings I have also attended the following:

- Liaison meetings with Downham Market and Hunstanton Town Councils
- Meetings with Freebridge Community Housing
- Meeting with MD Great Northern Trains
- Homelessness stakeholder meeting
- Water Management Alliance Meeting
- Norfolk Leaders Meeting
- KLFM Young Hero Awards
- Meeting with James Wild MP – Future High Streets / Towns Fund Bid
- Meeting with Labour Group Leader
- Meeting with Representative of KClimate Concern – Earth Hour
- Members training session – Treasury Management
- Consultation Meeting with Non Domestic Ratepayers and Voluntary Sector

To be attended at the time of writing:

- Various meetings for Norfolk Working Better together
- Meeting with KLFC Chairman
- Meeting with Independent Group Leader / Deputy
- Staff Long Service Awards
- Meeting with Council Apprentices for National Apprentice Week.

RECOMMENDATIONS FROM CABINET ON 7 JANUARY 2020 TO COUNCIL ON 23 JANUARY 2020

CAB84 COUNCIL TAX SUPPORT - FINAL SCHEME FOR 2020-21

Cabinet considered a report which reminded Members that the council must review and agree its 2020/2021 Council Tax Support (CTS) scheme for working age people by January 2020. It must first consult with the major preceptors then publish a draft CTS scheme for public consultation. The draft CTS Scheme was agreed by delegated decision and the public consultation ran from 7 October 2019 to 15 November 2019. The final CTS Scheme must then be agreed by full Council.

This report detailed the results of the consultation and the recommended final CTS scheme for working age people for 2020/2021.

RECOMMENDED: That the draft CTS scheme for 2020/2021 which went to public consultation be adopted as the final CTS scheme for 2020/2021.

Reason for Decision

To ensure a CTS scheme for working age people for 2020/2021 is agreed by Council by 11 March 2020.

CAB85 CORPORATE BUSINESS PLAN

Cabinet considered a report which appended the new corporate business plan for the period to the next local elections in 2023. It set out the priorities of the current administration and how the achievement of these priorities and objectives will be monitored.

It had been informed by several rounds of consultation with all the council's policy development panels.

In discussing the document Cabinet commended the Senior Policy and Performance Officer for his work with all Councillors in producing the document. It was emphasised that it was a high level document and that a raft of further strategies and policies would come forward from this.

Members expressed satisfaction that the document expressed the healthy and active element of people's lives and the encouragement by the council of businesses to thrive.

RECOMMENDED: That the Corporate Business Plan attached to the report be adopted.

Reason for Decision

To establish the council's policy framework for the term of the current administration, showing how the council will focus its resources over the next four years.

CAB86 **CONTRACT STANDING ORDERS - REVIEW**

Cabinet considered a report which explained that since the current version of Contract Standing Orders was approved by Council on 24 September 2015 there have been several changes in procurement policy. These changes took account of the Council's current Procurement Strategy adopted in April 2018, the transition to electronic tendering and the focus on social value. Contract Standing Orders had been reviewed and amendments were proposed that included measures to take account of the changes mentioned above. It was explained that once the Council's Environmental Policy had been approved it would be incorporated into the document.

The Procurement Officers, in particular the Procurement Trainee, were thanked for their work on the review, and for the work on single use plastics in the contractual framework.

In response to question it was confirmed that invoices were paid within 30 days, but where possible, local suppliers were paid faster than that.

Following a question on Brexit and the references to EU regulations in the document it was noted that the EU tender system would be replaced by a UK one.

RECOMMENDED: 1) That the new version of Contract Standing Orders be approved.

2) That delegated authority be granted to the Chief Executive in consultation with the Leader and the Monitoring Officer, to make minor changes from time to time to make CSO consistent with legal requirements, changes in Council structures and personnel and best practice;

3) That delegated authority be granted to the Leader, appropriate Portfolio Holder, and the Chief Executive, to add a section on compliance with the Council's Environmental Policy, when that policy has been completed and adopted.

Reason for Decision

To ensure that the Council's purchasing and disposal procedures continue to reflect best practice in order to obtain best value and to guard against corruption, discrimination and breaches of public procurement regulations.