

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



Corporate Performance Panel

Agenda

Wednesday, 7th October, 2020
at 3.00 pm

**Remote Meeting on Zoom and available for the
public to view on [WestNorfolkBC on You Tube](#)**



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

29 September 2020

Dear Member

Corporate Performance Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 7th October, 2020 at 3.00 pm** in the **Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies

2. Minutes (Pages 5 - 33)

To approve the minutes from the Corporate Performance Panel held on 2 September 2020.

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.

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

4. Urgent Business Under Standing Order 7

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 a decision on that item is taken.

6. Chair's Correspondence (if any)

7. Call-In (Pages 34 - 99)

To consider the review of Standing Orders and Articles Cabinet Report called in by Councillor J Moriarty.

8. Corporate Performance Monitoring Indicators (Pages 100 - 103)

To consider the request submitted by Councillor Morley.

9. Update on the Borough Council's Recovery Plan (Pages 104 - 122)

The Panel will receive an update from Executive Directors.

10. Climate Change Impact assessed against the Policies - i.e. Carbon Impact Assessment Form

11. Cabinet Forward Decisions List (Pages 123 - 126)

12. Work Programme (Pages 127 - 132)

13. For Information: Formal Complaints against the Borough Council 1 April 2019 to 31 March 2020 (to also include the number of compliments received) (Pages 133 - 138)

14. For Information: Employment Monitoring Figures Annual Report (Pages 139 - 153)

15. Date of Next Meeting

To note that the date of the next meeting of the Corporate Performance Panel will take place on 11 November 2020.

16. 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 Part 1 of Schedule 12A to the Act”.

17. Borough Council's engagement with Partners - Verbal Update

The Panel to receive a verbal update from the Assistant Director.

To:

Corporate Performance Panel: Councillors B Ayres, P Beal, J Collop, S Dark, A Dickinson, C Hudson, H Humphrey, C Manning, J Moriarty, S Nash, C Rose and D Tyler

Portfolio Holders:

Councillor B Long – Leader

Councillor G Middleton – Business Development

Management Team Representative:

Becky Box – Assistant Director, Central Services

Officers

Alexa Baker

Becky Box, Assistant Director, Central Services

Lorraine Gore, Chief Executive

Geoff Hall, Executive Director

Honor Howell, Assistant to the Chief Executive

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CORPORATE PERFORMANCE PANEL

Minutes from the Meeting of the Corporate Performance Panel held on Wednesday, 2nd September, 2020 at 3.00 pm in the Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube

PRESENT: Councillor J Moriarty (Chair)
Councillors B Ayres, J Collop, S Dark, A Dickinson, C Hudson, H Humphrey, C Manning, S Nash, C Rose, A Ryves (substitute for Councillor P Beal) and D Tyler

Portfolio Holders:

Councillor B Long, Leader,
Councillor Mrs E Nockolds, Deputy Leader

Members attending under Standing Order 34:

Councillors R Blunt, M de Whalley, A Holmes, C Joyce, P Kunes, C Morley and J Rust

Officers:

Alexa Baker, Monitoring Officer
Andrew Barrett, Electoral Services Manager
Judith Berry, Careline Community Services Manager
Becky Box, Assistant Director, Central Services
Lorraine Gore, Chief Executive
Matthew Henry, Assistant Director, Property and Projects

CP129 **WELCOME AND INTRODUCTIONS**

The Chair informed the Panel that the meeting was being broadcast live on You Tube. The recording of the meeting is available at WestNorfolkBC on You Tube.

The Democratic Services Officer conducted a roll call to confirm attendees.

CP130 **APPOINTMENT OF VICE CHAIR**

RESOLVED: Councillor C Manning be appointed Vice-Chair for the meeting.

CP131 **APOLOGIES**

An apology for absence was received from Councillor P Beal.

CP132 **MINUTES**

The minutes of the meeting of the Corporate Performance Panel held on 22 July 2020 were agreed as a correct record.

CP133 **DECLARATIONS OF INTEREST**

Councillors C Manning and S Nash declared an interest in item 10 – Freedom of the Borough as they were both Members of the Borough Council's Standards Committee.

CP134 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

CP135 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors R Blunt, M de Whalley, A Holmes, C Joyce, P Kunes, C Morley and J Rust were present under Standing Order 34.

CP136 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

CP137 **CALL IN**

There were no call-ins to consider.

CP138 **LILY**

[Click here to view the recording of this item on You Tube](#)

The Panel received a presentation from the Careline Community Services Manager, a copy of which was circulated with the Agenda.

The Careline and Community Service Manager responded to questions in relation to:

- Role of Lily.
- Response to Covid-19.
- Approach being taken if second wave of Covid-19.
- Volunteers in the community.
- Norfolk Vulnerable Hub.

The Portfolio Holder and the Chair on behalf of the Panel thanked the Careline Community Services Manager for an interesting and valuable presentation.

RESOLVED: The Panel noted the presentation.

CP139 **REVIEW OF THE ELECTION PROCESS**

[Click here to view the recording of this item on You Tube](#)

The Panel received a presentation from the Electoral Services Manager, a copy of which is attached to the minutes.

The Electoral Services Manager responded to questions in relation to:

- Annual canvass.
- Process to call a parish council by-election.
- Requests for register.
- Postal votes.
- Electoral Registers for each ward and regular updates being available for all Councillors.
- Election deposits.
- Explanation of a marked register at a polling station.
- Timetable for elections.
- Meeting with Agents once an election had been called.

RESOLVED: 1) That the presentation be noted.

2) The Electoral Services Manager send an email to all Councillors informing them upon request they can receive a full register for their ward(s), together with regular updates.

CP140 **FREEDOM OF THE BOROUGH**

[Click here to view the recording of this item on You Tube](#)

The Chair explained that the Notice of Motion had been referred to the Corporate Performance Panel for consideration by Council at its meeting on 28 November 2019.

The Chair invited Councillor J Rust to present the Notice of Motion to the Panel.

The Panel debated the current criteria as set out in the report and the suggested criteria set out in the Notice of Motion.

The Leader addressed the Panel and outlined the position of recipients of the award in previous years. The Leader also provided information on other awards which may be more appropriate to nominate a person

for, for example, the Mayor's Business Awards and the Volunteers Award.

Councillor Joyce addressed the Panel under Standing Order 34.

The Panel highlighted the importance of maintaining the elite award, but that nominations should be considered in a fair and transparent way,

The Chair proposed that a non-political small information working group be set up to consider criteria for such an award and outlined draft terms of reference and suggested four meetings be held before reporting back to the Panel.

The proposal was seconded by Councillor Ayres and agreed by the Panel.

RESOLVED: The Panel would set up a non-political informal working group - Councillors B Ayres, S Dark, A Dickinson, C Hudson and S Nash.

CP141 **CABINET REPORT: REVIEW OF STANDING ORDERS AND ARTICLES**

[Click here to view the recording of this item on You Tube](#)

The Monitoring Officer presented the report and responded to questions in relation to:

- 12.15 Urgent Decisions (what constituted an urgent decision, should the Leader of the Opposition be involved.).
- 24 Dismissal.
- 29 and Article 6 Scrutiny and Overview Bodies and the Audit Committee.

Councillor Joyce addressed the Panel under Standing Order 34.

The Chair invited the Panel to contact the Monitoring Officer with any spelling mistakes or grammatical errors to be corrected before the report was presented to Cabinet.

The Panel proposed that the Monitoring Officer amend the report to ensure consistency prior to being considered by Cabinet on 22 September 2020. The amended report to be circulated to the Panel prior to the Cabinet meeting.

RESOLVED: The Panel recommended the report to Cabinet.

CP142 **CABINET REPORT: SCRUTINY AND THE EXECUTIVE PROTOCOL**

[Click here to view the recording of this item on You Tube](#)

The Monitoring Officer presented the report.

There were no questions from the Panel.

RESOLVED: The Panel recommended that the Scrutiny and Executive Protocol be adopted by the Council.

CP143 **CABINET FORWARD DECISIONS LIST**

[Click here to view the recording of this item on You Tube](#)

The Chair invited Members to forward any items for consideration at the sifting meeting.

CP144 **WORK PROGRAMME**

[Click here to view the recording of this item on You Tube](#)

The Panel noted the work programme.

The Chair invited Members to forward any items for consideration at the sifting meeting.

CP145 **DATE OF NEXT MEETING**

[Click here to view the recording of this item on You Tube](#)

The next meeting of the Corporate Performance Panel will take place on 7 October 2020 at 3 pm on Zoom.

CP146 **EXCLUSION OF PRESS AND PUBLIC**

[Click here to view the recording of this item on You Tube](#)

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 Schedule 12A to the Act.

The Panel adjourned at 4.51 pm and reconvened at 4.57 pm.

CP147 **EXEMPT REPORT: HUNSTANTON SAILING CLUB - ANNUAL UPDATE**

The Panel received the Annual Update report from the Borough Council's appointed Observer, Councillor Rose.

The Chair thanked Councillor Rose for the update report.

RESOLVED: The annual update report be noted.

CP148 **EXEMPT: CABINET REPORT: KLIC SETTLEMENT AGREEMENT AND REPAYMENT PLAN**

The Assistant Director, Property and Projects presented the report and responded to questions from the Panel and those Members attending under Standing Order 34.

RESOLVED: 1) The Panel supported the recommendations to Cabinet as set out in the report.

2) The Panel receive an update report on a quarterly basis from the Assistant Director, Property and Projects.

The meeting closed at 5.33 pm

Electoral Services

Corporate Performance Panel
2 September 2020

Andrew Barrett Electoral Services Manager

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



Agenda

- **Electoral Services Team**
- **What do we do?**
- **Election types**
- **Funding**
- **Budgets**
- **Staff fees**
- **Typical election timetable**
- **Recruiting Staff / Election training**
- **Election day / The count**
- **Afterwards**
- **Future Elections**
- **What else do we do (other than elections)?**

Electoral Services

Borough Council of
King's Lynn &
West Norfolk



Electoral Services Team

Andrew Barrett
Electoral Services Manager

Jenna Pell
Electoral Services Officer

Wendy Browne
Electoral Officer (Registrations)

Tony Yates
Electoral Officer (Elections)

Sue Gay
P/T Electoral Services Admin Assistant

Electoral Services

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



What do we do?

- **Responsible for organising & delivering elections and referenda**
- **Create and maintain the ‘Register of Electors’**
- **Current electorate of 118,012**
- **Open Register**
- **Annual Canvass**
- **Boundary reviews**
- **Polling district / station reviews**
- **Parish Councils**

Electoral Services

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



Election Types

- **Parliamentary General elections**
- **Local elections (Borough & County Council)**
- **Parish Council elections**
- **Police and Crime Commissioner elections**
- **Neighbourhood Planning Referenda**
- **Other Polls / Referenda**



Election funding

Election type	Funder
Parliamentary	UK Government
Local Government	Local Authority
Police & Crime Commissioner	UK Government
Parish	Parish Council
Other Polls	Requester

- **Staffing**
- **Poll Cards / Postal votes / Ballot Papers**
- **Hire of premises for polling stations & count venues**
- **All other associated costs**

Electoral Services

Borough Council of
King's Lynn &
West Norfolk



Electoral Registration funding

Provided by BCKLWN

- Staffing costs for the core team
- Postage / Printing
- Canvassing
- Publicity



Election budgets

North West Norfolk – Parliamentary General Election 2019

- **£133,846 (prescribed by Cabinet Office)**
- **75% received up-front**
- **Claim form later submitted**

Election day / Count (hierarchy, numbers, security)

- **Returning Officer (LG)**
- **Deputy Returning Officers (DG, SW, AB)**
- **10 Polling Station inspectors (covering 104 stations)**
- **Presiding Officer / Poll Clerk(s)**
- **Counting Supervisor / Counting Assistants**
- **Control Table**
- **General Staff**
- **Security employed at two Polling Stations and the Count Venue**



Election staffing fees (Norfolk) from 1 April 2020

Polling Staff	2019/2020 (£)	2020/2021 (£)
Presiding Officer (single election)	215.00	228.00
Presiding Officer (joint election)	250.00	265.00
Poll Clerk	145.00	154.00
Polling Station Inspector (responsible for up to 10 stations)	250.00	265.00
Training Fees		
Trainer (per session)	150.00	No change
Election staff (face to face training)	50.00	No change
Counting Staff (per hour)		
Count Supervisor fee (day)	20.00	No change
Count Supervisor fee (evening, weekend, bank-hol)	25.00	No change
Counting Assistant (day)	10.00	No change
Counting Assistant (evening, weekend, bank-hol)	15.00	No change

Typical Local election timetable

Event	Working Days before poll
Publication of notice of election	Not later than 25 days
Delivery of nomination papers	From NOE to 4pm on 19 th day before election
Publication of statement of persons nominated	Not later than 18 days (4pm)
Deadline for receiving applications for registration	12 Days
Deadline for receiving new postal/proxy applications	11 Days (5pm)
First date electors can apply for lost/spoilt postal vote	4 days
Polling Day	0 (7am to 10pm)
Deadline for emergency proxy applications / lost PV	0 (5pm)
Delivery of election expenses return	Not later than 35 calendar days after declaration of result

Recruiting election staff

- **Polling Station appointment form**
- **Acceptance of appointment**
- **Training confirmation date/time**
- **Proof of eligibility to work in UK**
- **Fees and expenses claim form**



Postal votes

- **Majority opened before election day**
- **Candidates / Agents can attend all opening sessions**
- **Signature / DOB**
- **Stored securely & counted at the Count Venue**



Election staff training

- **Face to face (all PO's and PC's)**
- **Powerpoint presentation provided by Electoral Commission**
- **Presiding Officers are provided with handbook**
- **Collection of Ballot Boxes & Stationery**

Electoral Services

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



Afterwards

- **Staff Payments**
- **Candidate Expenses**
- **Returns of candidate deposits**
- **Marked Registers**
- **Nomination Papers**
- **Ballot Papers / Postal vote statements / Corresponding Numbers list**
- **Review**

Future elections

- **Police and Crime Commissioner (6 May 2021)**
- **County Council (6 May 2021)**
- **Parish by-elections (6 May 2021)**
- **Neighbourhood Planning Referenda (TBC)**
- **BCKLWN Local & Parish elections (May 2023)**
- **Parliamentary General election (May 2024)**

What else do we do (other than elections)?

Electoral Services

Borough Council of
King's Lynn &
West Norfolk



Annual Canvass

- **Annual Exercise** (statutory requirement)
- **Identify changes / new registrations**
- **New Canvass Reform 2020**

Electoral Services

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



Postal Vote refresh

- **Annual exercise** (statutory requirement)
- **Identify applications held for 5 years**
- **Elector has to supply a new signature**



Boundary review(s)

- **County Council** (15 Sept – 23 Nov)
- **Parliamentary**



Polling District / Polling Place Review

- **Next review is scheduled to take place between October 2023 - January 2025**



Parish Councils

- **Casual Vacancies**
- **List of current Parish Councillors**
- **Election requests**

Electoral Services

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



End of presentation

Any other questions?



CORPORATE PERFORMANCE PANEL REPORT

Wards Affected: All	Type of Report: Call-in
Author Name: Wendy Vincent	Consultations:
Tel: 01553 616377	
Email: wendy.vincent@west-norfolk.gov.uk	
OPEN	Portfolio: Leader

Committee: Corporate Performance Panel
Date: 7 October 2020
Subject: Call-in of Cabinet Decision

Amendments to Standing Orders and Articles

Summary

This report deals with the Cabinet Decision made on 22 September 2020.

The decision has been called-in and the Chief Executive has determined that the call-in is valid.

The report outlines to Members how the call-in process may be used in this case and what the issues are relating to the matter.

1 Introduction

- 1.1 A decision was taken by Cabinet on 22 September 2020 to consider the draft amendments to the Standing Orders and Article and whether the proposed changes should be recommended to Full Council for approval as drafted. A copy of the report is attached at Appendix 1. The minutes of the Cabinet meeting of 22 September 2020 are attached at Appendix 2.

2 Grounds for Call-In

- 2.1 Standing Order 12.3 (d) requires grounds to be given for calling-in an executive decision, reasons given are set out below.

3 Call-in Requisition

- 3.1 The Call in was made by the Councillor J Moriarty supported by Councillors C Morley, T Parish, J Rust, A Ryves and S Squire.

Call in reasons:

12.4b Those calling in the item have had no opportunity for their views to be taken into account as the additional amendments were proposed after panels had looked at the item in question and no indication was given at those panels that further changes would be proposed.

12.4f There has been no scrutiny because cabinet members and the leader did not inform the panels of their intentions to make additional amendments.

12.4h as above.

4 Validity of Call-in

- 4.1 The Chief Executive has made the following ruling:

The call-in is valid in respect of Standing Order 12

Call in by Cllr Moriarty complies with paragraph 12.3 of the Standing Orders.

I have determined that the call in is valid with particular regard to paragraphs 12.4 (d) and (f).

5 Call-in Process

- 5.1 Standing Orders 15.33 and 15.34 sets out the call-in debating procedure, as follows:

- (a) The Proposer of the call-in and his supporters address the Corporate Performance Panel about the call-in and why it should be upheld;
- (b) The Panel Members receive a submission from the relevant Portfolio Holder;
- (c) The Panel Members receive submissions from Officers;
- (d) The Panel Members receive submissions from Members and, at the discretion of the Chairman, other interested parties;
- (e) The Panel debates the call-in (in accordance with Standing Order 15.33) during which they may question or seek further information from any of the four parties referred to in (a), (b), (c) and (d) above;
- (f) The proposer shall exercise a right of reply after the debate.

- 5.2 Following the debate, the Panel will decide (in accordance with Standing Order 12) either to support the Cabinet's decision, or to uphold the call-in.
- 5.3 If the Panel upholds the call-in it may then take one of three courses of action:
- (a) report to Council, Cabinet or the relevant Portfolio Holder requesting that they amend or substitute the recommendations or decision; or
 - (b) if the issue is considered urgent or straightforward, formulate a counter-recommendation or amendment; or
 - (c) investigate the matter further at another meeting within thirty working days beginning with the day after the issue of the notification of the call-in and then follow the same process as set out in paragraphs 5.2 and 5.3 above.
- 5.4 If the Corporate Performance Panel:
- (a) does not end the call-in within 30 days from the date of the decision which has been called in (and the decision remains in dispute); or
 - (b) refers the call-in directly to Council,
- the Council shall determine whether to approve the recommendation that has been called-in or to revoke, vary, amend and/or remit it back to Cabinet for further consideration.

APPENDIX 1

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :			
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO	
	Discretionary/	Need to be recommendations to Council		YES/NO	
	Operational	Is it a Key Decision		YES/NO	
Lead Member: Brian Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted: n/a			
		Other Members consulted: Group Leaders			
Lead Officer: Alexa Baker E-mail: alexa.baker@west-norfolk.gov.uk Direct Dial:		Other Officers consulted: Chief Executive and Democratic Services Manager			
Financial Implications YES/NO	Policy/ Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO	Environmental Considerations YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 22 September 2020

AMENDMENTS TO STANDING ORDERS AND ARTICLES

<p>Summary</p> <p>This report presents the draft amendments to the Standing Orders and Articles within the Borough Council's Constitution following on from the meetings with Group Leaders and the representative for the Independent Group.</p> <p>The proposed changes are attached. The amendments are shown as 'tracked changes' in the attached documents.</p> <p>The draft amendments were presented to the Corporate Performance Panel on 2 September 2020, which approved the amendments as drafted for recommendation to Cabinet, subject to the Monitoring Officer ensuring there is consistency on the status of Council bodies.</p> <p>Recommendation</p> <p>To consider the draft amendments to the Standing Orders and Articles attached and whether the proposed changes should be recommended to Full Council for approval as drafted.</p> <p>Reason for Decision</p> <p>To ensure that the Council's Constitution remains fit for purpose, reflects existing legislation and best practice</p>

1 Background

- 1.1 Group Leaders met with the Chief Executive, Democratic Services Officers and the Legal Officer to discuss proposed changes to the Borough Council's Constitution.

2 Options Considered

- 2.1 The aforesaid meetings were convened following an acceptance between the parties that there were parts of the Council's Constitution which required updating.
- 2.2 Various proposals were put forward, and the proposed changes attached incorporate the suggestions for which there appeared most consensus.
- 2.3 The draft amendments are therefore not presented as agreed changes by all Group Leaders, but are suggestions for comment and consideration.

3 Policy Implications

None

4 Financial Implications

None

5 Personnel Implications

None

6 Environmental Considerations

None

7 Statutory Considerations

A local authority is required to prepare and keep up to date its constitution under s.9P Local Government Act 2000.

8 Equality Impact Assessment (EIA)

n/a

9 Risk Management Implications

Conducting a 'health check' of the Borough Council's Constitution promotes good governance by ensuring the Constitution is fit for purpose and up to date, thereby complying with its statutory duty.

10 Declarations of Interest / Dispensations Granted

None

11 Background Papers

The current Constitution is available to view on the Borough Council's website at <https://democracy.west-norfolk.gov.uk/ieListDocuments.aspx?CId=429&Mid=2220&Ver=4&bcr=1&info=1>

**CONSTITUTION OF THE BOROUGH COUNCIL
OF KING'S LYNN & WEST NORFOLK**

Part 4

STANDING ORDERS

(draft amendments)

**RULES OF PROCEDURE
FOR THE CONDUCT OF THE COUNCIL'S BUSINESS**

Adopted 25 November 2010
Panel amendments agreed 28 July 2011
Standards Amendments by Monitoring Officer Feb 2013
Amendments agreed 27 March 2014
Amendments 27 November 2014
Amendments June 2015
Amendment 24 Sept 2015
Amendment April 2016
Amendment 30 June 2016
Panel Amendment 25 Jan 2018

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STANDING ORDERS

PROCEDURAL RULES

FOR THE CONDUCT OF THE COUNCIL'S BUSINESS

STANDING ORDER: DEFINITIONS

1. The Interpretation Act, 1978 shall apply to the interpretation of these standing orders as it applies to the interpretation of an Act of Parliament.

2. In these Standing Orders, unless the context otherwise demands, the following terms have the meaning assigned to them:

“Access Regulations” means the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000. Local Authorities (Executive Arrangements) (Meetings and Access to Informations) England Regs 2012.

“Appropriate Executive Member” means one or more Executive Member(s) acting under powers delegated to ~~him/her~~them/them or who appear(s) most nearly to have responsibility for the services or policy areas to which the matter in hand relates.

“Call in period” means the period of five clear working days after the day that the Record of Decisions of the Executive or of an Executive Member is sent to Members of the Council within which a Member can ask for a decision of the Executive or the Executive Member to be reviewed in accordance with Standing Order 12.

“Chair” means the Chair of the Appropriate Committee or in ~~his/her~~their absence the Vicechairman.

“Chief Executive” means the Chief Executive or any officer authorised by ~~him/her~~the Chief Executive to act in ~~his/her~~their capacity in relation these Standing Orders.

“Chief Finance Officer” means the officer responsible for the proper administration of the Council's financial affairs under Section 151 of the 1972 Act.

“Chief Officer” means:

(a) For the purpose of Part 5 of the Standing Orders (Appointment and Discipline of Staff):

- (i) The Chief Executive
- (ii) The Head of Paid Service
- (iii) The Chief Finance Officer
- (iv) The Monitoring Officer
- (v) A statutory chief officer and a non statutory chief officer as mentioned in Section 2 of the 1989 Act.

Any reference to the appointment or purported appointment of a Chief Officer includes a reference to the engagement or purported engagement of an officer under a contract of employment; and

(b) In any other case, a statutory or non-statutory Chief Officer as mentioned in Section 2 of the 1989 Act.

“Consultation Procedure” means the procedure by which Chief Officers may consult with one or more specified members before exercising a delegated power or duty, in accordance with the Scheme of delegation.

“Council” means The Borough Council of King's Lynn and West Norfolk and unless the context otherwise states shall apply equally to the Cabinet, any Portfolio members or Committee or Board of the Council.

“Disciplinary Action” means any action occasioned by alleged misconduct which, if proved, would according to the usual practice of the Council be recorded on the officers personal file and includes any proposal for dismissal of an officer for any reason other than early retirement, redundancy or ill health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the authority has undertaken to renew such a contract.

“Employee” means an employee of the authority or a paid officer of the authority.

“EU” means European Union.

“Cabinet” means the Leader of the Council and members of the Council appointed by the Leader to be its Executive under Section 15 of the 2000 Act and, except where the context otherwise admits, includes:

- (i) any Committee of the Cabinet; and
- (ii) the appropriate Portfolio Holder

“Executive Functions” means all of the function and duties of the Council other than those specifically reserved to the Council for approval or specifically delegated to a Committee (whether by resolution of the council or operation of law) or to an Officer. ~~The Functions of Cabinet~~

“Portfolio Holder” means any member of the Cabinet also known as the Executive, including The Leader of the Council.

“Forward Plan” means the plan maintained by the Council under Regulations 13 and 14 of the Access Regulations, which contains details of key decisions (within the meaning of those Regulations) to be made over the ensuing four months.

“Head of the Authority’s Paid Service” means the person designated as such under section 4 of the 1989 Act..

“Leader of a Political Group” means the leader of a political group as defined in the Local Government (Committees etc) Regulations 1990.

“Leader of the Council” means the Executive Leader of the Council for the purposes of the Local Government Act 2000 and includes the Deputy Leader, if appointed, where the Leader of the

Council is for any reason unable to act.

“Mayor” includes a reference to the Deputy Mayor where for any reason the Mayor is unable to act and, where applicable, to the Person Presiding.

“Meeting” means a meeting of the Council, Cabinet, Committee, Sub-Committee Board or Task Group as the case may be and includes a Remote Meeting, i.e. a reference to a Meeting also includes a reference to a Remote Meeting, where the definition for a Remote Meeting is met

“Member” means in relation to the Council, a member of the Council; and in relation to any Committee or Sub-Committee, a person appointed as a Member of that Committee or Sub Committee, whether or not entitled to vote; but shall not include any person who is a member of the Council only by virtue of Section 3(3) or Section 5(2) of the 1972 Act (Mayor and Deputy Mayor to remain members until replaced).

“Monitoring Officer” means the officer designated under Section 5(1) of the 1989 Act.

“Number of Members” means, in relation to the Council, the number of persons who may act at the time in question as Members of the Council; and in relation to a committee or the executive, the number of persons who may act at the time in question as voting members of that body.

“Openness Regulations” means The Openness of Local Government Bodies Regulations 2014

“Scrutiny and Overview Committee” means a Committee appointed by Council under Section 21 of the 2000 Act

“Person Presiding” means the Mayor or Chair, as the case may be, or other person entitled, or appointed, to take the chair at any meeting,

“Petition” means a formal request to the Council signed by not less than 250 persons relating to a matter within the jurisdiction or sphere of influence of the Council.

“Political Group” means a political group as defined in the Local Government (Committees etc.) Regulations 1990.

“Portfolio Holder” means the Cabinet Member where delegated responsibilities cover the matter under consideration

“Remote Meeting” means a Meeting where one or more of the attendees is attending by remote means in accordance with these Standing Orders, including but not exclusively by way of accessing the Meeting through an electronic, digital or virtual location or platform such as an internet location, web address, web based platform or conference call telephone numbers. “Remote attendance” and “remote means” shall be construed in the same way.

“Standards Committee” is the Committee appointed by the Council for the purposed of Sections 53 and 54 of the 2000 Act.

“Supervising Chief Officer” means the Chief Officer or any other officer nominated by him/herself in writing who has the responsibility for the performance of a particular Contract.

“The 1972 Act” means the Local Government Act 1972.

“The 1989 Act” means the Local Government and Housing Act 1989.

“The 2000 Act” means the Local Government Act 2000.

“The 2020 Regulations” means the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

“Without Comment” means in relation to the moving, seconding or putting of a motion, without any person speaking except to indicate the wording of the motion, the fact that it is being moved, seconded or put, or (in the case of the Person Presiding) the effect of adopting the motion.

3. Where a notice or any other papers are to be sent or otherwise addressed to a Member under these Standing Orders or any enactment, they shall be sent to that Member’s Council email address save where exceptions are agreed by the Chief Executive.

4. For the purposes of these Standing Orders:

4.1 A Meeting is not limited to a meeting of persons all of whom, or any of whom, are present in the same place.

4.2 The place of a Meeting held, or to be held, can include more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

4.3 A Meeting is open to the public where public access to the Meeting is possible through remote means including (but not limited to) video conferencing, live webcast, and live streaming.

5. For all purposes of these Standing Orders, the terms “notice”, “summons”, “agenda”, “report”, “written record” and “background papers” when referred to as being a document that is:

5.1 “open to inspection” shall include for these and all other purposes as being published on the Council’s website; and

5.2 to be published, posted or made available at offices of the Authority shall include publication on the Council’s website.

1 Application of Standing Orders

Extracts from the statutes

*Subject to the provisions of the 1972 Act, a local authority may make Standing Orders for the regulation of their proceedings and business and may vary or revoke any such orders.
(Local Government Act 1972, Sch 12, par 42)*

*Standing Orders may be made as respects any committee of a local authority by that authority or as respects a joint committee of two or more local authorities by those authorities with respect to the quorum, proceedings and place of meeting of the committee or joint committee (including a sub-committee)
(Local Government Act 1972 s 106)*

The Secretary of State may by regulations require relevant authorities subject to such variation as may be authorised by the regulations

(a) to incorporate such provision as may be prescribed in the regulations in Standing Orders for

regulating their proceedings and business; and

(b) to make or refrain from making such other modifications of such Standing Orders as may be so prescribed.

(Local Government and Housing Act 1989 s 20 (1)).

1.1 These Standing Orders shall be used to regulate the conduct of any meeting of the Council (Cabinet, Committees, Sub Committees, Panels, Boards, delegated decisions of Cabinet)

1.2 The ruling of the Person Presiding at any meeting as to the construction or application of any of these Standing Orders shall not be challenged at that meeting.

1.3 Where any of these Standing Orders provides for, or requires, the giving of notice in writing to any person, such notice may be given by e-mail or by facsimile.

2 Suspension of Standing Orders

2.1 The ruling of the Person Presiding at any meeting as to the construction or application of any of these Standing Orders shall not be challenged at that meeting.

2.2 Subject to paragraph 2.3 of this Standing Order, and to the extent permitted by any Act of Parliament, Standing Orders other than this one may be suspended.

[Draft amendment:

2.2 Subject to paragraph 2.3 of this Standing Order, ~~and to the extent permitted by any Act of Parliament, Standing Orders other than this one~~ and any Standing Order that is a mandatory statutory requirement may be suspended.

[Clean version:

2.2 Subject to paragraph 2.3 of this Standing Order, Standing Orders other than this one and any Standing Order that is a mandatory statutory requirement may be suspended.]

...]

2.3 Standing Orders shall only be suspended in exceptional circumstances if a motion to suspend is moved and supported by a majority of the members who are present at any meeting of the Council or a meeting at which the motion is moved.

2.4 If any motion to suspend any Standing Orders is passed then, unless Council expressly determines otherwise, those Standing Orders shall remain suspended only until the completion of the item of business that immediately follows the motion to suspend.

2.5 The proposer and seconder of any motion to suspend any Standing Orders shall be minuted and the Standards Committee may require them to explain their reasons.

3 Amendment to Standing Orders

3.1 Standing Orders may be amended only by a meeting of the Council and to the extent permitted by any Act of Parliament.

3.2 Every Member of the Council shall be provided with a printed copy of these Standing Orders when

members first declare acceptance of office or whenever they are amended.

[Draft amendment:

3.1 Standing Orders may be amended only by a meeting of the Council after consideration by the Cabinet and to the extent permitted by any Act of Parliament.

3.2 Every Member of the Council shall be provided with a printed copy of these Standing Orders when members first declare acceptance of office or whenever they are amended.

[Clean version:

3.1 Standing Orders may be amended only by a meeting of the Council after consideration by the Cabinet and to the extent permitted by any Act of Parliament.

3.2 Every Member of the Council shall be provided with a printed copy of these Standing Orders when members first declare acceptance of office ~~or whenever they are amended.~~]
...]

4 Meetings of the Council

Extracts from the Statute

A principal council may in every year hold such meetings as they may determine. Those meetings shall be held at such hour and on such days as the council may determine (Local Government Act 1972, sch 12, para 2 as amended by the 2020 Regulations)

Meetings of a principal council shall be held at such place, either within or without their area as they may direct. (Local Government Act 1972, sch 12, para 4)

In respect of a reference in any enactment to a meeting of a local authority, that authority may, as they may determine—

(a) *hold such meetings and at such hour and on such days; and*

(b) *alter the frequency, move or cancel such meetings,*

without requirement for further notice. (The 2020 Regulations, reg 4)

A member of the executive.....may not be elected as the Chair or vice-Chair of the Council. (Local Government Act 1972, ss 3 and 5)

4.1 Meetings of the full Council (“the Council”) shall be conducted in accordance with these Standing Orders except to the extent that they are suspended under the procedure that is set out by Standing Order 2.

4.2 An Annual Meeting of the Council may be held in each year commencing from 1 April on a date to be decided by the Council. The Annual Meeting may only be held where (i) called by the Mayor or (ii) following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of the Council.

4.3 An Annual Meeting shall transact the following business only:

(a) The election of the Mayor and the Deputy Mayor, who shall be respectively Chair and Vice Chair of the Council.

(b) Conveying the Council's appreciation of the work carried out by the retiring Mayor and Deputy Mayor and their consorts.

(c) Appointing Members to Council Bodies (other than the Cabinet).

(d) Appointing the Chair of the Cabinet (who shall be Leader of the Council) for a four year period following the elections and the Chairs and Vice Chairs of other Council Bodies unless they appoint their own Chairs and Vice-Chairs.

(e) Considering such other urgent business as the Chief Executive has to report.

4.4 The Council will also hold Ordinary Meetings to carry out its general business on such dates as the Council shall fix.

4.5 Extraordinary Meetings of the Council may also be called at any time by the Mayor (or deputy mayor in ~~his/her~~their absence) and shall be held, within two weeks, whenever the Chief Executive receives requests for one to be held from five or more Members of the Council.

4.6 Meetings of the Council shall be held at such place as it provides notice of. A reference to the place of a Meeting may include more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers. The place of a Meeting may be comprehensively notified as "Remote Meeting on [specified technological platform]". Notice of the time and place of each Meeting shall be published on the Council's website.

4.6A If an election or emergency occurs the Chief Executive may, after consulting with such of the Mayor, the Leader of the Council and Leaders of the Political Groups as can conveniently be contacted, vary any arrangement agreed by the Council under this Standing Order.

4.7 No extraordinary Meeting shall be called unless it is proposed to transact business at the Meeting that, in accordance with the relevant enactments and these Standing Orders, may be transacted at that meeting.

4.8 If the Chair is made aware during a Remote Meeting that the public cannot access the Remote Meeting through remote means, due to any technological or other failure of provision, then the Chair shall adjourn the meeting immediately, as the Remote Meeting can no longer be validly held. If the provision of public access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If a date is not fixed, the remaining business will be considered at the next ordinary meeting.

4.9 If the Democratic Services Manager is made aware before a Remote Meeting that the public will not be able to access the Remote Meeting through remote means, the Democratic Services Manager may delay the commencement of the Remote Meeting. If the provision of public access through remote means cannot be restored within a reasonable period, then the Remote Meeting will be cancelled and the items of business of the cancelled Remote Meeting shall be considered at a newly convened Meeting or will be considered at the next ordinary Meeting as applicable.

4.10 If a Member is deemed to have left a Remote Meeting pursuant to paragraph 6.5 of these Standing Orders and later rejoins the Remote Meeting, the Chair shall determine whether that Member is precluded from contributing to the debate or voting on any item of business during which they were not

in remote attendance pursuant to paragraph 6.5 of these Standing Orders. The Chair shall take into account (not exclusively or explicitly) the nature of the meeting, the length of absence, the nature of the evidence or debate missed and the presence or not of a written report.

4.11 If the Chair determines, a Remote Meeting may be adjourned for no more than 10 minutes to allow an attendee of the Remote Meeting to leave the Remote Meeting and immediately rejoin, where it is identified that there is a poor quality connection that is adversely affecting the conduct of the Remote Meeting.

5 The chairing of meetings

Extracts from Statutes

At a meeting of a principal council the Chair, if present, shall preside.

If the Chair is absent from a meeting of a principal council, then

(a) except in Greater London, the vice-Chair of the council, if present, shall preside.....If,

(b) in the case of a principal council outside Greater London, both the Chair and vice Chair of the council are absent from a meeting of the council;....

*Another Member of the Council, chosen by the members of the Council present shall preside.
(Local Government Act 1972, Sch 12, para. 5)*

5.1 If the Mayor is absent from a meeting of the Council, the Deputy Mayor shall chair the meeting.

5.2 If it is necessary to choose a Member of the Council to preside in the absence of the Mayor and Deputy Mayor, the Chief Executive shall call for a motion that a Member of the Council, who is not a member of the Cabinet, to be named shall take the Chair.

5.3 Any power or duty of the Mayor in relation to the conduct of the meeting may be exercised by the person presiding at the meeting.

5.4 If either or both of the Chair and Vice Chair of a Meeting or a Task Group are absent from a meeting of such a Body, the members of that Body who are present at the meeting shall elect a member to act as Chair and/or a Vice Chair for that meeting before any other business is transacted.

5.5 The Chair and Vice Chair of a Task Group may be appointed by the meeting which established it, in default of which they will be appointed at the first meeting of the Task Group by its members.

6 Quorum

Extracts from the Statute

*(Subject to the following provision), no business shall be transacted at a meeting of a principal council unless at least one quarter of the whole number of members of the council are present.
(Local Government Act 1972, Sch 12, para 6)*

Where more than one third of the members of a local authority become disqualified at the same

time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority,
(Local Government Act 1972, Sch 12, para 45)

6.1 If, during any Meeting of the Council or a Task Group, the Chair, after causing the Number of Members present to be counted, declares that there is not a quorum present (1/4 of the number of members of the meeting) and/or not less than 3 members in any event, the Meeting shall stand adjourned for fifteen minutes.

6.2 If, after fifteen minutes, the Chair after again causing the Number of Members Present to be counted, declares that there is still no quorum and/or not less than 3 members present, the Meeting shall end.

[Draft amendment:

6.1 Any Meeting shall be quorate providing that:

6.1.1 at least one quarter of the total number of Members of the Council Body that is meeting are present; and

6.1.2 in any event, at least three Members of the Council Body that is meeting are present

6.2 If, during any Meeting ~~of the Council or a Task Group~~, the Chair, after causing the number of Members present to be counted, declares that there is not a quorum present (as defined in Standing Order 6.1 above) ~~1/4 of the number of members of the meeting) and/or not less than 3 members in any event~~, the Meeting shall stand adjourned for up to fifteen minutes.

6.3 If, after the adjournment of a Meeting for fifteen minutes under Standing Order 6.2 above, the Chair after again causing the number of Members Present to be counted, declares that there is still no quorum ~~and/or not less than 3 members present~~, the Meeting shall end for the reason of being non-quorate.

[Clean version:

6.1 Any Meeting shall be quorate providing that:

6.1.1 *at least one quarter of the total number of Members of the Council Body that is meeting are present; and*

6.1.2 *in any event, at least three Members of the Council Body that is meeting are present*

6.2 *If, during any Meeting, the Chair, after causing the number of Members present to be counted, declares that there is not a quorum present (as defined in Standing Order 6.1 above), the Meeting shall stand adjourned for fifteen minutes.*

6.3 *If, after the adjournment of a Meeting for fifteen minutes under Standing Order 6.2 above, the Chair after again causing the number of Members Present to be counted, declares that there is still no quorum, the Meeting shall end for the reason of being non-quorate.*

...]

6.3 Notwithstanding any provision in these standing orders that notices of questions or motions shall lapse, the consideration of all business which is on the agenda of a Meeting brought to an end under the previous paragraph, and which has not been completed before the Meeting is brought to

an end, shall be postponed to the next meeting of the Council, whether ordinary or extraordinary, insofar as allowed by law.

6.4 A Member in remote attendance is present and attends a Meeting, including for the purposes of the Meeting's quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:

6.4.1 to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance;

6.4.2 to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the Meeting; and

6.4.3 to be so heard and, where practicable, be seen by any other members of the public attending the Meeting.

6.5 A Member in remote attendance will be deemed to have left the Meeting where, at any point in time during the Meeting, any of the conditions for remote attendance contained in 6.4.1 – 6.4.3 above are not met, in which case:

6.5.1 If the Chair declares there is no longer quorum present the Meeting shall be adjourned for a short period to permit the conditions for remote attendance of a Member contained in 6.4 above to be re-established; or

6.5.2 If quorum is not affected, the remaining business of the Meeting shall continue to be transacted unless the Chair determines that the Meeting shall be adjourned for a short period to permit the conditions for remote attendance of a Member contained in 6.4.1 - 6.4.3 above to be re-established.

7 Business which may be transacted at any meeting

7.1 Except as provided by paragraph 7.2 of this Standing Order, notice of the business to be transacted at a meeting shall be given to all Members of the Council at least five days before the date of the meeting (not including the day on which the notice is sent to each Member and the day of the meeting).

7.2 Items of business may be considered at a meeting notwithstanding that five clear days' notice of that business has not been given if, in the opinion of the Chair of the meeting, special circumstances exist which require that the item should be considered as a matter of urgency and the meeting, without debate, consents.

7.3 Whenever business is transacted in accordance with Standing Order 7.2, the Chair of the Meeting shall be required to specify the special circumstances that require the item to be considered as a matter of urgency, and those matters shall be recorded in full in the minutes of the meeting.

8 Order of Council business

Extract from the Statutes

Five clear days at least before a meeting of a principal council.

(a) notice of the time and place of the intended meeting shall be published at the Council's offices, and where the meeting is called by Members of the Council the notice shall be signed by those members and shall specify the business to be transacted thereat.

(b) a summons to attend the meeting, specifying the business proposed to be transacted thereat, and signed by the proper officer of the council, shall.....be left at or sent by post to the usual place of resident of every member of the council.

(Local Government Act 1972, Sch 12, para 4(2))

An item of business may not be considered at a meeting of a principal council unless either

(a) a copy of the agenda including the item (or a copy of the item) is open to inspection by members of the public....for at least five clear days before the meeting or, where the meeting is convened at shorter notice, from the time the meeting is convened; or

(b) by the reason of special circumstances, which shall be specified in the minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

(Local Government Act 1972, s 100B(4))

Want of service of a summons on any member of the Council shall not affect the validity of the Meeting.

(Local Government Act 1972, Sch 12, para 4(4)).

Except in the case of business required by statute to be transacted at the Annual Meeting of the Council and other business brought before that meeting as a matter of urgency in accordance with Standing Order 6, no business shall be transacted at a meeting of the Council other than that specified in the summons.

(Local Government Act 1972, Sch 12 para 4(5)).

8.1 The first item of business shall be to consider whether to approve as a correct record, and sign, the minutes of the preceding meeting(s) of the Council.

8.2 Unless any resolution is passed to vary it, the remaining business shall be dealt with in the following order:-

- (a) Declarations of interest
- (b) Any formal communications written or received by the Mayor.
- (c) Any business expressly required by statute to be done.
- (d) Urgent matters as defined by Standing Order 7.
- (e) Any business that remains from the previous meeting.
- (f) Questions and petitions submitted by members of the public under Standing Order 9.
- (g) Questions from Members of the Council under Standing Order 11.
- (h) Business referred to the Council under the "call-in" procedures of Standing Order 12.
- (i) Reports and recommendations from Council Bodies.
- (j) Any other matters considered by the Chief Executive in consultation with the Mayor needing immediate consideration.

(k) Notices of motion made in accordance with Standing Order 14.

[Draft amendment:

8.2 Unless any resolution is passed to vary it, the remaining business shall be dealt with in the following order:-

- (a) Declarations of interest**
- (b) Any formal communications written or received by the Mayor.**
- (c) Any business expressly required by statute to be done.**
- (d) Urgent matters as defined by Standing Order 7.**
- (e) Any business that remains from the previous meeting.**
- (f) Questions and petitions submitted by members of the public under Standing Order 9.**

(g) Reports and recommendations from Council Bodies (including business referred to the Council under the “call-in” procedures of Standing Order 12.
Questions from Members of the Council under Standing Order 11.

(h) Any other matters considered by the Chief Executive in consultation with the Mayor needing immediate consideration.
Business referred to the Council under the “call-in” procedures of Standing Order 12.

(i) Reports and recommendations from Council Bodies.
Notices of motion made in accordance with Standing Order 14.

(j) Any other matters considered by the Chief Executive in consultation with the Mayor needing immediate consideration.

Questions from Members of the Council under Standing Order 11.

(k) Notices of motion made in accordance with Standing Order 14.

[Clean version:

8.2 Unless any resolution is passed to vary it, the remaining business shall be dealt with in the following order:-

- (a) Declarations of interest***
- (b) Any formal communications written or received by the Mayor.***
- (c) Any business expressly required by statute to be done.***
- (d) Urgent matters as defined by Standing Order 7.***
- (e) Any business that remains from the previous meeting.***
- (f) Questions and petitions submitted by members of the public under Standing Order 9.***

(g) Reports and recommendations from Council Bodies (including business referred to the Council under the “call-in” procedures of Standing Order 12.

(h) Any other matters considered by the Chief Executive in consultation with the Mayor needing immediate consideration.

(i) Notices of motion made in accordance with Standing Order 14.

(j) Questions from Members of the Council under Standing Order 11.]

...]

9 ~~Please see Petition Scheme (agreed at full Council June 2010) which supersedes this Standing Order.~~ Public question time and petitions at meetings of the Council

9.1 Remote Attendance by Members of the Public

9.1.1 A member of the public entitled to attend a Meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

9.1.1.1 to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in attendance;

9.1.1.2 to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and

9.1.1.3 to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

9.1.2 A member of the public in remote attendance will be deemed to have left a Meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in 9.1.1 above are not met. In such circumstance the Chair may, as they deem appropriate:

9.1.2.1 adjourn the meeting for a short period to permit the conditions for remote attendance contained in 9.1.1 above to be re-established;

9.1.2.2 suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item(s) of business on the agenda have been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or

9.1.2.3 continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

9.2 Public question time

9.1.1 At each meeting of the Council, a period not exceeding thirty minutes shall be allowed for persons not being members of the council having an interest in the Borough to ask questions about:-

(a) the Council's policies; or

(b) the work of the Council in respect of any matter or issue affecting the Borough.

9.1.2 The Chief Executive shall not allow any questions that, in his opinion:-

(a) relate solely to the questioner or their family;

(b) contain any defamatory, confidential or exempt material or would require a response that might be defamatory or require the disclosure of confidential or exempt material;

(c) relate to specific applications for planning permission or for licences; or

(d) relate to individual Members or Officers of the Council or an individual member of the public.

9.1.3 Electors who wish to ask questions under this standing order must submit them in writing to the Chief Executive before 5pm of the third day before the day of the meeting at which they are to be put or presented.

9.1.4 The receipt of questions under this Standing Order shall be recorded in a register in the order in which they are received and they will be presented to the Council in that order. The register shall be open to inspection by members of the public.

9.1.5 The Chief Executive shall write to each person whose question is entered into the register kept in accordance with paragraph 9.1.4 and confirm:-

(a) whether their question may be asked;

(b) the date, time and place of the meeting at which the question may be asked;

(c) the procedure for asking their question and receiving an answer; and

(d) their position in a list of the persons whose questions have been accepted.

9.1.6 The questions that may be asked under this Standing Order shall not appear on the agenda of the meeting at which they are to be asked, but will be notified separately to each Member of the Council, the press and members of the public who attend that meeting.

9.1.7 The person who submits a question under this Standing Order shall normally ask it. However, the Mayor may allow that person to be accompanied by a friend and allow the friend to ask the question.

9.1.8 A question that is asked under this Standing Order shall be addressed to the Mayor and shall be answered by any Member or Officer of the Council nominated by them. An answer may take the form of:-

(a) a direct oral response; or,

(b) in exceptional cases, where an oral reply cannot be given conveniently, by a written answer, which shall be given to the questioner within 7 days of the date of the meeting or such longer period as the Mayor may allow. In every case where an oral response is not given, the Mayor will state that an oral response would be inconvenient and the reasons for this, which will be minuted.

9.1.9 Every questioner may ask a supplementary question once their first question has been answered but no exchange (including the time taken to ask and answer a supplementary question) shall be permitted to exceed a total of 5 minutes.

9.1.10 Any question that is accepted under paragraph 9.1.5 of this Standing Order, but cannot be asked at the meeting because of lack of time, shall be answered in writing by a Member or Officer of the Council within 7 days of the meeting. The person responsible for answering the question shall be announced by the Mayor at the end of each Public Question Time.

9.1.11 Every question shall be asked and answered without there being any debate of that matter by the Council.

9.3 Petitions

9.3.1 The Council will accept paper petitions either sent or presented to us. The Council will also accept online petitions, using our petition tool on our website. The Council can accept petitions which are emailed to us, or created using other petition software, but only if the names, addresses and the email addresses of the people who have signed the petition are attached.

[Draft amendment:

9.3.1 The Council will accept

9.3.1.1 paper ~~p~~Petitions either sent or presented to ~~us~~it; ~~The Council will also accept 9.3.1.2 online p~~Petitions, using our petition tool on our website; ~~The Council can accept 9.3.1.3 p~~Petitions which are emailed to us, or created using other petition software, but only if the names, addresses and the email addresses of the people who have signed the ~~p~~Petition are attached.

[Clean version:

9.3.1 The Council will accept

9.3.1.1 paper Petitions either sent or presented to it;

9.3.1.2 online Petitions, using our petition tool on our website;

9.3.1.3 Petitions which are emailed to us, or created using other petition software, but only if the names, addresses and the email addresses of the people who have signed the Petition are attached.]

...]

9.3.2 In order to meet the requirements of the Council's Petition Scheme, a petition must contain a minimum of 250 signatures.

9.3.3 The Council will not deal with petitions that:

(a) Include a matter which in our opinion is vexatious, abusive or contains otherwise inappropriate comments eg containing swearing or other insults or anything that is false or potentially defamatory.

(b) Do not comply with data protection, libel, equalities and anti-discrimination legislation.

(c) Concern employment matters for Borough Council staff.

(d) For issues, such as planning and licensing decisions or council tax banding and nondomestic rates, there is already an established way for communities to have their say, so these are not included in our petition scheme.

(e) Are substantially the same as a similar petition considered by the Council in the preceding 12 months.

9.3.4 The Council reserves the right not to take action on:

(a) Party political material.

(b) Information which may be protected by an injunction or court order.

(c) Material which is potentially confidential, commercially sensitive, or which may cause personal distress or loss.

(d) Any commercial endorsement, promotion of any product, service or publication.

(e) The names of individual officials of public bodies, unless they are part of the senior management of those organisations.

(f) The names of family members of elected representatives.

(g) The names of individuals, or information where they may be identified, in relation to criminal accusations.

(h) Language which is intemperate, provocative, racist, sexist, homophobic etc.

(i) Petitions that are similar to and/or overlap with an existing petition or petitions.

(j) Has previously been dealt with as a petition within the last 12 months.

(k) Statements that don't actually request any action.

(l) Working that is impossible to understand.

(m) Statements that amount to advertisements.

(n) Petitions which are solely intended to be humorous.

(o) Issues for which a petition is not the appropriate channel (eg correspondence about a personal issue).

(p) Freedom of Information or Environment Information requests or requests that may result in a breach of the General Data Protection Regulation or the Data Protection Act 2018.

(q) During politically sensitive periods, such as just before an election, if it is considered that a

petition contains politically controversial material, the Council may decide not to accept a petition, or defer its consideration until after the election. If this is the case, the Council will explain the reasons and the revised timescale which will apply.

9.3.5 Where the number of signatures exceeds 2,500, a petitioner may request that a relevant Executive Director attends a meeting of an Overview and Scrutiny Panel to give evidence and answer questions. Panel members will ask the questions at the meeting, but the petitioner will be able to suggest questions to the Chair of the Panel by contacting the relevant Democratic Services Officer at least 2 working days before the meeting.

9.3.6 If a petition is presented to the Council containing the signatures of 5,000 or more persons, it will trigger a debate by full Council. This will usually take place at the next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.

9.3.7 If the petition organiser at 9.2.6 above wants to present their petition to a meeting of the Council, or would like their Councillor or someone else to present it on their behalf, they should contact the Democratic Services Office at least 10 working days before the meeting to arrange this.

9.3.8 When the petition is presented to the Council, the elector who submitted it (or their nominee) shall be entitled to speak in support of the petition, for up to 5 minutes. The petition will then be discussed by Councillors for a maximum of 15 minutes. A decision will be made on how to respond to the petition at this meeting. This could be:

- (a) To take the action the petition requests.
- (b) Not to take the action requested for reasons put forward in the debate.
- (c) To commission further investigation into the matter, for example by a relevant panel or committee.
- (d) Where the issue is one on which the Cabinet is required to make the final decision, the Council will decide whether to make recommendations to inform that decision.

[Draft amendment:

9.3.5 Where ~~the number of a~~ a Petition presented to the Council contains more than 2,500 signatures exceeds 2,500, ~~the person who presented the a~~ petitioner to the Council or such other person as signatories to the Petition may nominate by agreement ('the Petition Organiser') may request that a relevant ~~Executive Director~~ Senior Officer attends a meeting of an Overview and Scrutiny Panel relevant to the subject matter of the Petition to give evidence and answer questions. Panel members will ask the questions at the meeting, but the ~~petitioner~~ Organiser will be able to suggest questions to the ~~Chairman~~ Chair of the Panel by contacting the relevant Democratic Services Officer at least 2 working days before the meeting.

~~9.3.6 If~~ Where a ~~petition is~~ petition is presented to the Council containing the more than 5,000 ~~signatures of 5,000 or more persons~~, it will ~~trigger a~~ be debated by full Council ('the Petition Debate'). ~~This~~ is Petition Debate, which will last for a maximum of 30 minutes, will usually take place at the ~~next~~ next meeting when the Petition is first presented to full Council, although on some occasions this may not be possible and ~~consideration the~~ Petition Debate will then take place at the following meeting.

~~9.3.7 If a~~ Petition is required to be debated by full Council under Standing Order 9.3.6 and the ~~petition~~ Organiser at 9.2.6 above wants to present their ~~petition~~ petition to ~~at the~~ meeting at which the Petition Debate will take place of the Council, or would like to nominate their Councillor or

someone else to present it on their behalf, they should contact the Democratic Services Office at least 10 working days before the meeting to arrange this.

9.3.8 ~~When~~ If the Petition Organiser wishes their Petition to be presented to the Petition Debate under Standing Order 9.3.7 then, immediately before the ~~p~~Petition Debate, is presented to the Council, the ~~elector who submitted it~~ the Petition Organiser (or their nominee) shall be entitled to speak in support of the ~~p~~Petition, for up to 35 minutes. ~~The petition will then be discussed by Councillors for a maximum of 15 minutes. At the conclusion of the Petition Debate a~~ decision will be made on how to respond to the ~~p~~Petition ~~at this meeting~~. This could be:

- (a) To take the action the ~~p~~Petition requests.
- (b) Not to take the action requested for reasons put forward in the ~~Petition d~~Debate.
- (c) To commission further investigation into the matter, for example by a relevant panel or committee.
- (d) Where the issue is one on which the Cabinet is required to make the final decision, the Council will decide whether to make recommendations to inform that decision.

[Clean version:

9.3.5 *Where a Petition presented to the Council contains more than 2,500 signatures, the person who presented the Petition to the Council or such other person as signatories to the Petition may nominate by agreement ('the Petition Organiser') may request that a relevant Senior Officer attends a meeting of an Overview and Scrutiny Panel relevant to the subject matter of the Petition to give evidence and answer questions. Panel members will ask the questions at the meeting, but the Petition Organiser will be able to suggest questions to the Chair of the Panel by contacting the relevant Democratic Services Officer at least 2 working days before the meeting.*

9.3.6 *Where a Petition presented to the Council contains more than 5,000 signatures, it will be debated by full Council ('the Petition Debate'). The Petition Debate, which will last for a maximum of 30 minutes, will usually take place at the meeting when the Petition is first presented to full Council, although on some occasions this may not be possible and the Petition Debate will then take place at the following meeting.*

9.3.7 *If a Petition is required to be debated by full Council under Standing Order 9.3.6 and the Petition Organiser wants to present their Petition to the meeting at which the Petition Debate will take place, or would like to nominate their Councillor or someone else to present it on their behalf, they should contact the Democratic Services Office at least 10 working days before the meeting to arrange this.*

9.3.8 *If the Petition Organiser wishes their Petition to be presented to the Petition Debate under Standing Order 9.3.7 then, immediately before the Petition Debate, the Petition Organiser (or their nominee) shall be entitled to speak in support of the Petition, for up to 5 minutes.. At the conclusion of the Petition Debate a decision will be made on how to respond to the Petition. This could be:*

- (a) *To take the action the Petition requests.*
- (b) *Not to take the action requested for reasons put forward in the Petition Debate.*
- (c) *To commission further investigation into the matter, for example by a relevant panel or committee.*
- (d) *Where the issue is one on which the Cabinet is required to make the final decision, the Council will decide whether to make recommendations to inform that decision.]*

...]

9.3.9 The petition organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website.

(Local Government, Economic Development and Construction Act 2009. Scheme approved by Council 24 June 2010)

10 Debates involving interested organisations on matters of interest to the wider community of the Borough

10.1 The Council may promote a debate on a matter of interest to the wider community of the Borough involving the participation of representatives of other organisations under a procedure that will be determined by the Council from time to time.

11 Questioning of the Chairs of Council bodies and members of the Cabinet

11.1 Every Member of the Cabinet shall present a report to each Ordinary Meeting of the Council on matters of interest for which they have responsibility that have arisen since the last Ordinary Meeting of the Council.

11.2 A Member of the Council may then, without first giving notice, ask:-

(a) any Member of the Cabinet questions about:

i) each separate item in the minutes of meetings of the Cabinet being presented to the meeting in question; and

ii) any other matter within their remit.

(b) and thereafter the Chair of any Committee, Sub-Committee, Board, Panel but not Task Group (other than the Cabinet) questions about work of their Committee/Panel.

[Draft amendment:

11.2 A Member of the Council may then, without first giving notice, ask:-

~~(a) any Member of the Cabinet two questions about:~~

~~i) each separate item in the minutes of meetings of the Cabinet being presented to the meeting in question; and the report presented to the Council by that Member of the Cabinet under Standing Order 11.1;~~

~~ii) any other matter within their remit.~~

~~(b) and thereafter the Chair of any Committee, Sub-Committee, Board, Panel but not Task Group (other than the Cabinet) one questions about the work of their Committee/Panel.~~

[Clean version:

11.2 A Member of the Council may then, without first giving notice, ask:

(a) any Member of the Cabinet two questions about:

i) the report presented to the Council by that Member of the Cabinet under Standing Order 11.1;

ii) any other matter within their remit.

(b) and thereafter the Chair of any Committee, Sub-Committee, Board, Panel but not Task Group (other than the Cabinet) one question about the work of their Committee/Panel.]

...]

11.3 The Mayor may disallow, re-direct or postpone any question asked under this Standing Order.

11.4 A Member who is asked a question under this Standing Order may decline to answer it, make a written answer (which shall be provided to every Member within 7 days of the meeting) or may refer the question to another appropriate Member.

11.5 Every question arising under Standing Order 11 shall be asked and answered without debate but any Member who receives an oral answer may ask ~~one~~ supplementary question of the Member who answered provided, in the opinion of the Mayor, it does not introduce a new matter.

12 The calling-in of Cabinet recommendations and executive decisions

12.1 Any Cabinet decision, delegated Cabinet Member's decision or Cabinet recommendation to the Council, may be presented for call-in to the Corporate Performance Panel.

12.2 In this Standing Order, what applies to a recommendation or decision applies to a part of one.

12.3 No recommendation or decision shall be called-in unless: (i) at least four members of the Council give notice in writing to the Chief Executive of their desire to effect a call-in; and (ii) such notice:

(a) is supported by each Member who desires to call-in a recommendation or decision; and

(b) is delivered to the Chief Executive before twelve noon of the fifth working day after the one on which the recommendation or decision was published; and

(c) specifies the recommendation or decision, or part thereof, which it is intended should be the matter of a call-in; and

(d) specifies the ground(s) upon which it is desired to call-in any matter under this Standing Order.

12.4 Provided the Chief Executive is satisfied that a notice of call-in complies with paragraph 12.3, ~~he/she/they~~ will then determine whether or not the call-in is sufficiently valid to pass to the Corporate Performance Panel for consideration (in the absence of the Chief Executive this responsibility will fall to the Council's Monitoring Officer). In assessing the validity of the call-in, regard shall be had to the following:

(a) Is the decision against a declared policy or budget provision of the Council?

(b) Is the decision contrary to the views of a key partner authority to the Borough?

(c) Has a relevant, material matter ~~been overlooked or~~ not been considered in reaching the decision ~~or has a relevant, material matter been overlooked in reaching the decision?~~

(d) Have the views of Members requesting the call-in been fairly taken into account in arriving at the decision, so making a call-in unnecessary?

(e) Is the decision likely to cause distress, harm or significant concern to a local community or to prejudice individuals within it?

(f) Is the matter one which has already been subject to consultation or debate with relevant interested parties so making further debate through Scrutiny unnecessary?

(g) Is the advice contrary to the advice of the relevant professional institution?

(h) Is there clear evidence of a breach of procedure?

12.5 If the Chief Executive (or Monitoring Officer) subsequently determines not to advance the call-in, ~~he/she/they~~ will promptly inform the proposer and supporters of the call-in of ~~his/her/their~~ decision and the reasons for it.

12.6 If it is determined that the call-in is sufficiently valid (in accordance with paragraph 12.4 above) then the Chief Executive (or Monitoring Officer) will direct the Scrutiny Officer to promptly e-mail a summary of the call-in to the Chair of the Corporate Performance Panel.

12.7 Once formal notification of a valid call-in has been received, the Chair of the Corporate Performance Panel shall request that any additional information, if required beyond that contained within the report supporting the recommendation(s) / decision(s), be suitably collated to facilitate meaningful consideration of the matter by the Corporate Performance Panel. This information should be appropriately distributed in advance of the Committee meeting at which the call-in is to be considered and debated in accordance with Standing Order 15.

12.8 Upon conclusion of the debate the Corporate Performance Panel will decide upon one of the following two courses of action:

(a) support the Cabinet/ Cabinet Member's recommendation(s) or decision(s). In this case the recommendation(s) or decision(s) will, respectively, be free to pass to Council as they originally stood, or, be available for immediate implementation; or,

(b) uphold the call-in.

12.9 If the Panel upholds the call-in it may then take one of three courses of action:

(a) report to Council, Cabinet or the relevant Cabinet Member requesting that the Cabinet/Cabinet Member's/officer amend or substitute the recommendation(s) or decision(s); or,

(b) if the issue is considered urgent or straightforward, formulate a counter-recommendation or amendment; or,

(c) investigate the matter further at another meeting within thirty working days ??(beginning with the day after the issue of the notification of the call-in) and then follow the same process as set out above (12.8-12.10)

12.10 The Cabinet/Cabinet Member may amend, substitute or withdraw any recommendation or decision in respect of any matter that has been called-in under paragraph 12.3 of this Standing Order.

12.11 Decisions or recommendations that are amended or substituted in advance of the call-in being considered will then be subject to a renewed call-in period as if the decision/recommendation had been made for the first time. However, if the original proposers of the call-in still wish to call-in the recommendation or decision, after amendment or substitution by the Cabinet/Cabinet Member/officer, the Chief Executive will make a decision as to whether the matter may be considered/debated at the originally scheduled meeting or whether a new call-in process/schedule will need to be instigated.

12.12 No decision of the Cabinet/Cabinet Member that is called in under paragraph 12.3 of this Standing Order shall be acted upon (even if it is amended, substituted or withdrawn) until the call-in is either ended by the Corporate Performance Panel or approved by the Council.

12.13 When the Corporate Performance Panel resolves that a call-in shall be ended, the recommendation or decision (as amended or substituted) shall proceed as if no call-in had been made.

12.14 If the Corporate Performance Panel:-

(a) does not end a call-in within 30 days² from the date of the decision which has been called in (and the recommendation or decision remains in dispute); or

(b) refers a call-in directly to Council under paragraph 12, the Council shall determine whether to approve the recommendation or decision that has been called-in or to revoke, vary, amend and/or remit it back to the Cabinet/Cabinet Member for further consideration.

12.15 Urgent Decisions

If the Cabinet is proposing to take a Key Decision as an Urgent Decision – and therefore not subject to call in – No such recommendation or decision shall be called-in if the Leader of the Council, after first obtaining notice in writing that the recommendation or decision proposed must be acted on urgently; and that failure to do so would substantially prejudice the interests of the residents of the Borough or the Borough itself; obtains agreement from the Chair of the Corporate Performance Panel, or in his absence the Vice Chair of Corporate Performance Panel, or in their absence the Mayor and in the absence of the Mayor, the Deputy Mayor, that the matter must be acted on urgently without the availability of call in. The Leader of the Council shall report quarterly to Council details of any decisions acted on urgently in the preceding quarter. NB: Non Key Decision Urgent Decisions may be taken without this process providing the reasons for it are given by the Chair or decision maker.

(S 15 & 16(Access to Information) (England) Regulations 2000.

12.16 Any matter which is a function of the Cabinet and has been exercised by one or more Cabinet Members, may, subject to clause 12.3, be called in provided that the matter, once determined, may not subsequently be called in once the initial decision has been made and the call-in process has expired (regardless of whether or not the matter was called-in) unless in the opinion of the Chief Executive on the advice of the Monitoring Officer, the matter has substantially changed since it was first decided.

[Orders on Key Exceptions moved here from SO30.5 et seq for ease of reference:

For Exceptions see Standing Order 30.5.

12.17 Key Decisions

Subject to Standing Order 12.16 no key decision may be taken unless:-

(a) notice of the proposed key decision has been published in the Forward Decision List

(b) At least 28 clear days have elapsed since the publication of the notice of key decisions

(c) Notice of the meeting or intended decision making has been given

(d) Five working days following the making of the decision have elapsed and no call-in has been received in accordance with standing order 12.3 above

(Local Authority (Executive Arrangements)(Meetings and Access to Information) England Regs 2012)

12.18 General Exception for the Key Decision Requirements

If a matter which is likely to be a key decision has not been included in the Forward Plan, the decision may still be taken if:

(a) the Chief Executive has informed the Chair of The Corporate Performance Panel, in writing, by notice, of the matter upon which the decision is to be made;

(b) Notice is given of the details of the decision to be made and the reasons why it is impracticable to give 28 days notice.

(c) at least five clear days have elapsed between notice being given and the decision being taken.

...]

13 Motions and amendments that may be moved without notice

13.1 Motions and amendments may be moved and applications made without notice provided that they relate to:-

- (a) the appointment of a temporary Chair of a meeting which has none present.
- (b) the accuracy of a minute.
- (c) the order of item(s) of business.
- (d) the referral of any matter to another meeting for consideration and/or determination..
- (e) the appointment of members that arises from any item of business at a meeting.
- (f) a recommendation to Council.
- (g) permission to withdraw a motion or amendment.
- (h) permission to extend the length of a speech.
- (i) the amendment of a motion.
- (j) any procedural motion under Standing Order 15.

(k) a motion to suspend any Standing Orders under Standing Order 2.

(l) a motion to exclude the press and public under section 100A and Schedule 12A of the Local Government Act 1972.

(m) a motion proposing that a Member, whom it names for disorderly conduct under Standing Order 25, be not further heard or do leave the meeting.

(n) a motion that authorises the exercise of any statutory duty or power which in the opinion of the Council ought to be exercised as a matter of urgency.

(o) a motion to obtain any consent of the Council that may be required under these Standing Orders.

(p) the referral of any matter to a specified Council Body for consideration and/or determination under Standing Order 14.6 (b)

14 Notices of motions which ~~may not~~can only be moved ~~without~~ notice

14.1 A Member may propose a motion for debate by Council provided it is relevant to some matter in relation to which this Council has powers or duties or which affects the Borough.

14.2 A Member who wishes to move a motion which may only be moved with notice shall give notice in writing to the Chief Executive. The notice shall:-

(a) state the motion that the Member desires to move in such a way that it is clear what the member is proposing.

(b) be delivered to the Chief Executive at least seven clear days before the date of the meeting of the Council at which it is proposed to debate the motion.

(c) state the date of the meeting at which Council is to be invited to debate the motion if it is not the next ordinary meeting for which it is eligible.

14.3 Upon the receipt of such a notice, it shall be stamped with the date and time of its receipt and, provided the Chief Executive is satisfied that it complies with paragraphs 14.1 and 14.2, the full text of the motion shall be entered in a register of motions, which shall be open to inspection by any Member of the Council.

14.4 Motions shall be entered in the register specified in paragraph 14.3 in the order in which they are received by the Chief Executive.

14.5 The Chief Executive shall advise a Member, who sent in a notice that does not comply with this Standing Order, in what way it fails to do so.

14.6 After a formal seconding, and before the debate of any motion notified under this Standing Order, the Council shall decide whether it will be debated immediately or by Council at a later date and, if the meeting decides the motion will not be debated then, which Council Body it shall be referred to for consideration and/or determination.

[Draft amendment:

14.6 After a formal seconding, and before the debate of any motion notified under this Standing Order, the Leader may propose and the Council shall debate and decide whether the motion notified under this Standing Order will be :

~~(a) whether it will be debated immediately or by Council at a later date; and, if the meeting decides the motion will not be debated then, which~~

~~(b) referred to a specified Council Body it shall be referred to for consideration and report back to Council;/ or~~

~~(c) referred to a specified Council Body determination.~~

[Clean version:

14.6 After a formal seconding, and before the debate of any motion notified under this Standing Order, the Leader may propose and the Council shall, following debate, decide whether the motion notified under this Standing Order will be:

(a) debated by Council at a later date; or

(b) referred to a specified Council Body for consideration and report back to Council;/ or

(c) referred to a specified Council Body for determination.]

14.7 A Member, shall be permitted to speak in support of the motion at the meeting of the Council Body at which it is debated, but shall not vote on the matter unless they are a member of that Meeting.

14.8 If a Motion is referred, under Standing Order 14.6 to a Council body, and if that body is empowered by the constitution to make a decision, it will in any event return the motion to Council for further consideration, should Council so decide at the time of referral

SEE APPENDIX 1

15 Rules of debate

A - Moving and disposing of motions and amendments

15.1 In these Standing Orders “the substantive motion” means any motion under debate that appears on the agenda or arises from it.

15.2 The debate of a motion shall begin by the substantive motion being proposed and seconded and no motion shall be debated unless and until it has been proposed and seconded.

15.3 However, when a report contains more than one recommendation, members of the reporting body shall move and second the adoption of all of them. The Member proposing the adoption of the report may assign any of their rights of reply to other members of that Body nominated by them. Otherwise it will be debated normally.

15.4 Any Member who desires to propose an amendment to a substantive motion which has been seconded shall then propose their amendment, but no amendment to a motion shall be debated further until it has been proposed and seconded.

15.5 An amendment to a substantive motion, including one that has been amended, shall not introduce a new issue and shall be limited to omitting words from, adding words to, or substituting words in the substantive motion; and it shall not have the effect of negating the substantive motion.

15.6 If an amendment under paragraph 15.5 of this Standing Order is seconded, the amendment shall be debated until no other Member wishes to speak or a procedural motion curtailing debate is passed. No amendment shall be moved to an amendment.

15.7 If an amendment is passed the motion (as amended) shall become the substantive motion.

15.8 The Person Presiding shall not permit a further amendment to be moved or debated until a preceding amendment has been dealt with.

15.9 After all amendments have been dealt with, the substantive motion (incorporating any amendments which have been passed) shall be debated until no other Member wishes to speak or a procedural motion curtailing debate is passed.

15.10 A motion or amendment may be withdrawn by the mover with the consent of their seconder and of the Council (which shall be given without debate) and no member may speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.

B-The conduct of Members during debate

15.11 If two or more members wish to speak at once, the Mayor/Chair shall call on one to speak.

15.12 Members shall speak only once about the motion or the amendment which is then under debate with the exception of the Planning Committee where a Member seeks to raise a new point

15.13 No speech shall exceed five minutes except with the consent of the Council.

15.14 A Member who moves a motion may make the following speeches:-

- (a) to open the debate on the substantive motion; and,
- (b) to exercise a right of reply at the close of the debate on the substantive motion; and,
- (c) to exercise a right of reply at the close of any debate on any amendment to the substantive motion.

15.15 A person other than the mover of a motion may make the following speeches:-

- (a) to second, or speak on, the substantive motion; and
- (b) to speak on any amendment (including proposing or seconding an amendment).

A Member, who seconds a motion or an amendment by stating that they are doing so formally, remains eligible to speak later in the debate.

15.16 A Member who moves an amendment (including any amendment which becomes part of a substantive motion) has no right of reply at the end of the debate on that amendment (or at the end of the debate on the substantive motion).

15.17 The Mayor/Chair shall call the attention of the Council to continued irrelevance, tedious repetition, or where a question is being asked, failure to put the question expediently and may disallow, re-direct or postpone consideration of any matter raised under these Standing Orders.~~rule such matters to be disorderly conduct.~~

C- Special procedural motions for ending a debate or meeting

15.18 While a motion is being debated, no other motion (other than an amendment) shall be proposed except for any of the following motions which vary normal procedure:-

(a) a motion “that the question now be put”, which, if passed, will curtail the debate and cause a vote to be held on the motion or amendment under consideration;

(b) a motion “that the Council proceed to next business”, which, if passed, will cause the meeting to proceed to the next item of business without completing the item under debate;

(c) a motion to “adjourn the debate”, which, if passed, postpones further debate on the motion under consideration to a later date as the Mayor or Chair shall direct.

(d) a motion “that the meeting be adjourned”, which, if passed, will result in the meeting being adjourned and any matter that is being debated, but has not been voted on when this motion is passed, being considered at a later date as the Mayor or Chair shall direct.

15.19 Any of the procedural motions listed in paragraph 15.18 of these Standing Orders:-

(a) shall be voted on without debate.

(b) may be disallowed by the Chair if they consider the motion to have been moved prematurely so that, if passed, it would operate to curtail proper debate.

15.20 A motion “that the question now be put” may only be moved by a Member who has not spoken previously on the item of business that would be affected. If such a motion is passed, before any “question” is put to the vote as a consequence, the Chair shall invite the member whose substantive motion would be affected to reply to the debate before their motion is put to the vote.

15.21 A motion “that the Council proceeds to next business” may only be moved by a Member who has not spoken previously on the item of business that would be affected. Before that procedural motion is put to the vote, the Chair shall invite only the Member whose motion or amendment would be left undecided to speak on the procedural motion.

15.22 A Member may raise a point of order if they become aware of any breach of these Standing Orders, the Council’s Constitution or the law. This must specify which Standing Order, or provision in the Council’s Constitution has been breached or the point of law that has arisen. The ruling of the Chair of a meeting on a point of order, or as to the conduct of the meeting of the Council or a Council Body or subsidiary body, shall not be challenged during that meeting.

15.23 A Member may raise and pursue a point of personal explanation if, and only so far as, it is necessary to remedy any manifest misunderstanding by a speaker of any part of a statement they have made on the matter under debate.

D- Disorderly conduct by Members of the Council

15.24 A Member who persistently disregards the ruling of the Chair of any Meeting, or who behaves irregularly, improperly, or offensively, or who willfully obstructs the business of any such Meeting, shall be guilty of disorderly conduct.

15.25 If a motion under paragraph 13.1(m) of these Standing Orders is put and passed in a meeting, any Member who is so named shall not be heard further in any debate during the remainder of that meeting.

15.26 If a Member does not comply with a motion that is passed under paragraph 15.25 of this Standing Order, the Chair of the meeting shall:-

(a) if the motion was for the Member not to be further heard, move “that the Member do leave the meeting” and that motion shall be put and determined without being seconded and without debate; or,

(b) ask the member to leave the meeting room for the remainder of the meeting, or

(c) adjourn the meeting for such period as they think fit.

15.27 If a Member does not comply with any motion that is passed under paragraph 15.26(a) or (b) of this Standing Order, or continues to disrupt a meeting that reconvenes after a motion under paragraph 15.26(c) has been passed, the Chair may order such action as is necessary to be taken to secure the removal of that Member from the meeting and prevent their re-entry.

15.28 The Chair of the meeting shall report to the Standards Committee any motion that is passed under paragraphs 13.1(m) or 15.26 and any action occurring under paragraph 15.27 of these Standing Orders.

E- Disorderly conduct in meetings by members of the public

15.29 No Member of the public shall interrupt proceedings, behave in a disorderly manner or breach the Protocol relating to the Openness Regulations during a meeting.

15.30 Any member of the public who interrupts a meeting behaves in a disorderly manner or breaches the Protocol relating to the Openness Regulations shall be warned by the Chair of the meeting to stop that behaviour and, if they do not, the Chair may, without any motion being put or seconded or debated:-

(a) Adjourn the meeting for as long as they consider necessary; and/or,

(b) Order such action as is necessary to be taken to remove the offending person from the meeting and prevent their re-entry.

F- General disturbance of any meeting

15.31 The Chair of any meeting may adjourn that meeting, for as long as they consider necessary, without any motion being put or seconded and without debate if, in their opinion, the behaviour of persons who are present (whether Members of the Council or not) makes it impossible to carry on business in an orderly manner.

15.32 Where the Chair of any meeting invokes this Standing Order because of the conduct of any Member of the Council, they ~~shall~~may report the matter to the Standards Committee.

G - Call-in debating procedure

15.33 On receiving valid notice of a call-in under Standing Order 12, the Corporate Performance Panel should follow the steps outlined below (a-f) in debating the subject matter:

- (a) The Proposer of the call-in and ~~his/her~~their supporters address the Corporate Performance Panel about the call-in and why it should be upheld;
- (b) The Panel Members receive a submission from the relevant Portfolio Holder;
- (c) The Panel Members receive submissions from Officers;
- (d) The Panel Members receive submissions from members and, at the discretion of the Chair, other interested parties.
- (e) The Panel debates the call-in (in accordance with this Standing Order) during which they may question or seek further information from any of the four parties referred to in (a), (b), (c) and (d) above.
- (f) The Proposer shall exercise a right of reply after the debate.

15.34 Following the debate, the Panel will decide (in Accordance with Standing Order 12) either to support the Cabinet/Officer's/Cabinet Member's recommendation(s)/decision(s), or, to uphold the call-in.

H – General applicability of rules of debate

15.35 These rules of debate may be applied to meetings of Council Bodies, including Task Groups but excluding the Licensing Committee, the Licensing and Appeals Board and their sub-committees, to the extent that the Chair of that meeting considers appropriate.

16 The minuting of meetings

Extracts from the Statutes

Minutes of the proceedings of a meeting of a local authority shall....be drawn up....and signed at the same or next suitable meeting of the authority by the Chair, and any minute purporting to be so signed shall be received in evidence without further proof.

Until the contrary is proved, a meeting of a local authority a minute of whose proceedings has been made and signed in accordance with (these provisions) shall be deemed to have been duly qualified.

For the purposes of (the foregoing provisions) the next suitable meeting of a local authority is their

next following meeting or, where standing orders made by the authority in accordance with regulations under Section 29 of the Local Government and Housing Act 1989 provide for another meeting of the authority to be regarded as suitable, either the next following meeting or that other meeting.

(Local Government Act, 1972, sch 12 para 41(1), (3) and (4))

Until the contrary is proved, where a minute of any meeting of [a committee of local authority (including a joint committee) or a sub-committee of any such committee] has been made and signed in accordance with these provisions, the committee or sub-committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute, the meeting shall be deemed to have been duly convened and held and the members present at the meeting shall be deemed to have been duly qualified.

(Local Government Act, 1972 sch 12 para 44(2))

(Note: see also Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000)

16.1 In accordance with paragraph 8.2 of these Standing Orders, the Mayor or the Chair of any meeting shall put the question, “do Members agree that the minutes of the previous meeting be approved as a correct record”

16.2 There shall be no discussion about the minutes, except on a motion under paragraph 13.1(b) of these Standing Orders, which shall be confined solely to the question of whether the minute has been recorded accurately.

16.3 In the absence of any motion under Standing Order 13.1(b), or as soon as any such motion has been decided, the Mayor or the Chair of any Meeting shall sign the minutes as a true record of the business transacted at the previous meeting.

16.4 The minutes of an Extraordinary Meeting of the Council shall be approved and signed at the next Ordinary Meeting of the Council.

16.5 The minutes of all meetings shall be made available to every Member of the Council, and the signed copies of all such minutes shall be bound together in a book and retained by the Chief Executive as a public record.

17 Voting

Extracts from the statutes

Subject to the provisions of any enactmentall questions coming or arising before a local authority shall be decided by a majority of the members of the authority present and voting thereon at a meeting of the authority.

Subject to those provisions, in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

(Local Government Act 1972, Sch 12 para 39)

[The foregoing provisions] shall apply in relation to a committee of a local authority (including a joint committee) or a sub committee of such a committee as they apply in relation to a local authority.

(Local Government Act 1972, sch 12, para 44)

17.1 All matters on which a vote is taken shall be decided by the majority of the Members present at a Meeting and voting on them except that, where there is an equality of votes, the Chair may give a casting vote irrespective of whether or not they voted in the first instance,

17.2 Except as provided by paragraph 17.3 and 17.3A of this Standing Order any vote shall be determined by a show of hands.

17.3 With the support of at least 3 other Members, and by indicating to the Chair of a meeting immediately before a vote on any matter is taken, a Member of the Council may require that the vote be recorded to show whether each Member present voted for or against the motion or abstained from voting - provided that when, in the opinion of the Chair of that meeting, a recorded vote under this Standing Order is demanded frivolously or vexatiously, the Chair may put the question of whether the vote should be recorded to the meeting without it being seconded or debated; and this Standing Order may not be invoked on such a vote.

17.3A At a Remote Meeting, and unless a recorded vote is required pursuant to 17.3 above, the Chair will take the vote:

17.3A.1 by use of electronic voting system(s); or

17.3A.2 by the affirmation of the meeting if there is no dissent; or

17.3A.3 by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded.

17.4 Council Tax and Budget Setting meeting

Immediately after any vote [on the budget](#) is taken at a budget decision meeting of the authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

17.5 Immediately after a vote on any matter, a Member may require that the way in which they voted on that matter is recorded in the minutes of the meeting.

17.6 Where a vote is required on a motion to appoint or elect to a position and there are more candidates than positions, then for each position the clerk shall announce the name of the candidates and shall then invite each member present to indicate their chosen candidate. At the end of the process the Clerk shall announce the number of voters for each candidate and the one with the most votes shall be appointed.

18 Signing of the attendance book

Extracts from the statutes

*The names of members present at a meeting of a local authority shall be recorded.
(Local Government Act 1972, Sch 12, para 40)*

*(The foregoing provision) shall apply in relation to a committee of a local authority (including a joint committee) or a sub-committee of any such committee as [it applies] in relation to a local authority.
(Local Government Act 1972, Sch 12, para 44(1))*

18.1 Every Member of the Council attending any Meeting of the Council or a Council Body of which they are a member shall sign their name in the attendance book or on a sheet provided for that purpose.

19 Rescinding a preceding resolution

19.1 No motion to or which would have the effect to rescind or reverse a resolution of the Council shall be considered by the Council, within a period of six months from the date of that resolution, unless it is moved in accordance with Standing Order 14 and the notice of motion is supported in writing by at least ~~twenty-seventeen~~ Members of the Council or one third of the number of members of the meeting who made the resolution, whichever is the lower number.

19.2 The “resolutions” covered by paragraph 19.1 of this Standing Order include decisions in respect of any notice of motion, or any amendment of a notice of motion (whether or not such motion or amendment was passed), as well as any other decision taken in exercise of the Council’s functions.

19.3 Once a motion has been moved with the support required in 19.1, no further motion shall be introduced by that means, in respect of substantially the same subject matter, for a period of six months from the day when the motion was moved.

19.4 This Standing Order shall not apply to matters that are called in under Standing Order 12-~~Interest of Members and Officers in contracts and other matters~~.

20 Interests of Members and Officers in contracts and other matters

Extracts from the Statutes

s.117(1) Local Government Act 1972 – Disclosures by Officers of interest in contracts

(1) If it comes to the knowledge of an officer employed, whether under this Act or any other enactment, by a local authority that a contract in which he has any pecuniary interest, whether direct or indirect (not being a contract to which he is himself a party), has been , or is proposed to be, entered into by the authority or any committee thereof, he shall as soon as practicable give notice in writing to the authority of the fact that he is interested therein.

For the purposes of this section an officer shall be treated as having indirectly a pecuniary interest in a contract or proposed contract if he would have been so treated by virtue of section 95 above had he been a member of the authority.

20.1 A Member of the Council who is present at a Meeting and has any interest pursuant to the Council’s code of conduct in a matter that is the subject of consideration by the Meeting shall declare the nature of that interest with an explanation at the start of the Meeting or at the earliest available opportunity and if that interest is a disclosable pecuniary interest shall withdraw from the Meeting including from the public gallery while the matter is under consideration unless a dispensation has been granted to that Member by the Council’s Standards Committee. For the avoidance of doubt, it is the responsibility of individual Members to determine whether or not they have an interest. Failure to declare is a breach of the Council’s Code of Conduct and may result in a referral to the Councils Standards Committee.

20.1A Where a Member is required to leave a Remote Meeting as a result of 20.1 above, the means of remote attendance is to be severed whilst any discussion or vote takes place in respect of the item or items of business on which the Member may not participate.

20.2 The Monitoring Officer shall maintain a Register of Member’s Disclosable Pecuniary Interests. This shall be open to inspection by any member of the public and published on the Council’s website.

20.3 The Monitoring Officer shall record in a book to be kept for the purpose particulars of any notice of interest given by an employee of the Council under section 117 of the 1972 Act or paragraph (1). The book shall, during ordinary office hours of the authority, be open for inspection by any member.

20.4 Where an officer submits a report to a meeting on a matter in which he/she/they ~~have~~ declared an interest under section 117 of the 1972 Act or Paragraph (1), he/she/they shall state that such declaration has been, made and give brief details of it, in a separate paragraph at the commencement of the report.

20.5 Where any officer advises orally a meeting on a contract, grant, proposed contract or other matter and has declared an interest in the matter, whether under the requirements on section 117 of the 1972 Act, or of paragraph (1), he/she/they shall remind the meeting orally of that interest, and the reminder shall be recorded in the minutes of the meeting.

21 Canvassing of and recommendations by Members

21.1 Canvassing of Members of the Council, directly or indirectly, with regard to any appointment by the Council, shall disqualify the candidate concerned from that appointment; and it shall be the duty of any Member of the Council so canvassed to report that fact to the Chief Executive. The essence of this paragraph of this Standing Order shall be included in every advertisement inviting application for appointments and in every form of application.

21.2 A Member of the Council shall not solicit, for any person, any appointment to the Council's employment, but this shall not preclude a Member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Council with an application for appointment.

22 Relatives of Members or Officers

22.1 An applicant for any appointment by the Council, who knows that they are related to any Member or senior Officer of the Council, shall inform the Chief Executive of such a relationship when making their application.

22.2 An applicant who fails to disclose such a relationship shall be disqualified from appointment and, if appointed, shall be liable to dismissal without notice. Every Member and senior Officer of the Council shall disclose any relationship, known to them to exist between them and any person they know is an applicant for an appointment by the Council, to the Chief Executive.

22.3 The essence of this Standing Order shall be included in every form of application.

22.4 For the purposes of this Standing Order, "senior Officer" means an Officer graded on Performance Grades SM1-4 and 5 and 6; and "relationship" means being their partner or their own or their partner's parents, grandparents, children, grandchildren, brothers, sisters, uncles or aunts, nephews or nieces.

23 Staff establishment and the filling of vacancies

23.1 All vacancies, unless they are to be filled by promotion or transfer from within the Council, or unless the Council determines otherwise, shall be publicly advertised and filled by open competition arising from that advertisement.

23.2 No step shall be taken to advertise or fill a vacancy for any post designated as that of a chief officer (as defined in the Local Authority (Standing Orders) Regulations 1993) until such time as the Cabinet has determined whether that post is necessary ~~and the terms and conditions upon which it should be held.~~

23.3 When the Council proposes to appoint such a chief officer, and it is not proposed to appoint that person from a pool limited to officers who are employed by the Council, the Council shall:-

(a) cause to be prepared, for its approval, a statement specifying the duties attaching to that post and any qualification or qualities required of any person who desires to be appointed to it;

(b) cause arrangements to be made for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and

(c) cause arrangements to be made for a copy of the statement mentioned in paragraph 23.3(a) of this Standing Order to be sent to any person who requests a copy of it.

23.4 When a post has been advertised in accordance with this Standing Order, the authority shall invite all qualified applicants for the post to attend for interview, or select a short list of such qualified applicants and invite all those included on the short list to attend for interview.

23.5 When no qualified person has applied to fill a vacancy in the opinion of the Executive Director in which a vacancy has been advertised (or, if a vacancy is for an Executive Director or more senior officer, in the opinion of the Appointments Board), the Council shall make further arrangements for the advertisement of the post in accordance with this Standing Order.

23.6 Every appointment to a second tier officer post or one more shall be made by the Appointments Board or a panel of the Board, except the Head of Paid Service which shall be made by the whole Board and shall then be immediately notified to all Members of the Cabinet, each of whom shall have a time limited opportunity to object which if exercised shall halt the appointment procedure where upon a special meeting of the Cabinet shall be convened to determine the next steps.

23.7 The Officer Employment Rules (required by Article 12.10) are those parts of Standing Orders 20 – 24 which relate to employees.

23.8 The posts designated as chief officers (as required by Article 12.02) shall be those indicated in Part 7 of the Constitution.

24 ~~Disciplinary action against Statutory Appointees~~ Dismissal

~~24.1 Statutory Appointees: The Chief Executive, Executive Directors, Monitoring Officer, and the Authority's 151 Officer (normally the Executive Director, Finance and Resources) will be subject to disciplinary action only as a result of an Independent Officer's appointment, review, and subsequent recommendation to the Authority. This will be by means of submitted report, and Regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001 will apply. In the following paragraphs of this Standing Order:~~

~~(a) "the 2011 Act" means the Localism Act 2011;~~

~~(b) "chief finance officer", "disciplinary action", "head of the authority's paid service" and "monitoring officer" have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;~~

(c) "independent person" means a person appointed under section 28(7) of the 2011 Act;

(d) "relevant independent person" means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.

(e) "local government elector" means a person registered as a local government elector in the register of electors in the authority's area in accordance with the Representation of the People Acts;

(f) "the Panel" means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;

(g) "relevant meeting" means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and

(h) "relevant officer" means the chief finance officer, head of the authority's paid service or monitoring officer, as the case may be.

24.2 A relevant officer may not be dismissed by the authority unless the procedure set out in the following paragraphs is complied with.

24.3 The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

24.4 Subject to paragraph 24.5 of this Standing Order the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 24.3 of this Standing Order in accordance with the following priority order:

(a) a relevant independent person who has been appointed by the authority and who is a local government elector;

(b) any other relevant independent person who has been appointed by the authority;

(c) a relevant independent person who has been appointed by another authority or authorities.

24.5 An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 24.4 of this Standing Order but may do so.

24.6 The authority must appoint any Panel at least 20 working days before the relevant meeting.

24.7 Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular:

(a) any advice, views or recommendations of the Panel;

(b) the conclusions of any investigation into the proposed dismissal; and

(c) any representations from the relevant officer.

24.8 Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act.

24.9 Councillors will not be involved in the dismissal of any Officer below Chief Officer except where such involvement is necessary (e.g. as a witness) for any investigation or inquiry into alleged misconduct; the Council's disciplinary procedures allow a right of appeal to an independent senior officer of the Council in respect of dismissals.

25 Custody of the Seal

25.1 The Common Seal of the Council shall be kept in a safe place in the custody of the Legal Services Manager or such other Officer designated for the purpose by them.

26 Sealing of documents

26.1 The Common Seal of the Council shall not be affixed to any document unless either [i] the sealing has been expressly authorised by a decision of the Council (Cabinet, Cabinet Member or Officer to whom, the Council has delegated that power) - or [ii] it is necessary to give effect to such a decision of the Council or one made by its delegated authority.

26.2 The Common Seal shall be attested by the Legal Services Manager or an officer authorised by them, except that the Mayor or Deputy and the Chief Executive may additionally attest any document that is executed for special civic or ceremonial occasions.

26.3 A record of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed or initialed by the Officer sealing the document.

27 Authentication of documents for legal proceedings

27.1 Where production of any document will be a necessary step in legal proceedings on behalf of the Council, it shall be signed by the Legal Services Manager unless any enactment otherwise requires or authorises, or the Council gives the necessary authority to some other person for the purpose of such proceedings.

28 Inspection of documents

Extracts from Statutes

The Access to Information rules which apply to Council meetings and committees of the Council in executive and alternative arrangement constitutions are set out in section 100A-H and schedule 12A of the Local Government Act 1972

28.1 Every Report will set out a list of those documents (called background Papers) relating to the subject matter of the report which in the opinion of the author:

(a) disclose any facts or matters on which the report or an important part of the report is based; and

(b) which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of a political advisor.

28.2 Subject to paragraph 30.3 of these Standing Orders, a Member of the Council may inspect any document that is within the possession, power or control of the Council provided it is reasonably necessary for the discharge of their duty; and they shall, if they so request, be provided with a copy of any document that they are entitled to inspect.

(a) Members shall be entitled to see all documents relied on by the Cabinet acting together or as Cabinet Members, once a decision has been made, unless the Monitoring Officer is satisfied that the disclosure of a document would disclose exempt information of a type which may be excluded at law.

(b) Members of a Policy Review and Development Panel may, in addition to rights contained in (a) above be entitled to a copy of any document in the possession or control of the Cabinet that contain material relating to business transacted at a private meeting, a public meeting, a decision made or a key decision made by an officer under delegated powers.

28.3

(a) Public inspection of background papers:

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

(b) Summary of Public's Rights:

A written summary of the public's rights to attend meetings, report on proceedings and publish results (all in accordance with the Openness Regulations) and to inspect and copy documents must be kept and available to the public at the Council Offices.

(c) Exclusion of access by the public to reports:

If the Monitoring Officer thinks fit, the Council may exclude access by the public to reports which ~~in his or her opinion~~ relate to items during which, the meeting is not likely to be open to the public. Such reports will be marked "not for publication" together with the category of information likely to be disclosed.

29 Membership and constitution of Council bodies

Extracts from the statutes

Neither—

(a) a local authority executive, nor

(b) a committee of a local authority executive,

is to be regarded as a body to which section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to political groups) applies

(Section 9GC Local Government Act 2000)

The chair and the vice-chair of the Borough Council shall, unless they resign or become disqualified, continue on office until their successors become entitled to act as chair and vice-chair of the Borough Council, as appropriate.

During their terms of office, the chair and the vice-chair of the Borough Council shall continue to be a member of the council notwithstanding the provisions of the Local Government Act 1972 relating to the retirement of councilors

(Section 3 and 5 Local Government Act 1972)

29.1 The Annual Meeting of the Council shall appoint the Chair and Vice Chair and each member of the following Bodies with the exception of :

- It shall appoint the Leader of the Council and Chair of Cabinet for a four year period at the first Annual meeting following the Borough Council elections. The Leader of the Council will then appoint the Vice-Chair and Cabinet on an annual basis.
- The Vice Chairs of the Policy Review and Development Panels and Audit Committee will be appointed by the Body at its first meeting of the Municipal year

Scrutiny and Overview Bodies

Policy Review and Development Panels:	Up to 12 members
Corporate Performance Panel	Politically proportional with Vice-Chairs appointed by the Panel
Regeneration and Development Environment and Community Audit Committee	9 Members (Politically Proportionate)

Cabinet and Boards

Cabinet	up to 10 Members (Leader of the Council is appointed for a four year period at the first Annual Council meeting following the Borough Council elections) (<i>Local Government and Public Involvement in Health Act 2007</i>). The <u>Neither the Cabinet nor any Committee appointed by the Cabinet areis not</u> required to be Proportional.
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~~Deputy Cabinet Members To be appointed by the Leader~~

Appointments Board	9 Members (Politically Proportional)
<u>Audit Committee</u>	<u>9 Members (Politically Proportional)</u>
Planning Committee	18 Members (Politically Proportional)
Licensing and Appeals Committee	15 Members (Politically Proportional)
Licensing Committee	15 Members (Politically Proportional)

Standards Committee

7 Members (Politically Proportional) (plus up to 2 non-voting Parish reps and an Independent Person)

29.2 No Member of the Council shall retain any appointment beyond the next Annual Meeting of the Council unless re-appointed to that Body at the next Annual Meeting (with the exception of the Leader, Chair and Vice-Chair of the Council as set out above).

Task Groups

29.3 The Council, Cabinet and any Policy Review and Development Panel may establish temporary Task Groups to undertake, and report back on, work within the remit of the body that established them.

29.4

(a) Members of Task Groups will be appointed having regard to political balance unless the leaders of each registered political group agree that this rule be disapplied.

(b) Group nominations for Task Groups membership will be made to the Chief Executive who is authorised to appoint them.

29.5 A Task Group shall remain constituted until the body which established it, or the Council, resolves that it has completed its task.

29.6 If a Task Group appointed by the Council or Cabinet or a Policy Review and Development Panel is to do any of the following things, these may be specified in its terms of reference:-

(a) meet in public,

(b) hold public hearings,

(c) have a Councillor membership other than five or not complying with proportionality,

(d) have non-members of the Council as non-voting members,

(e) commission research,

(f) complete its work by a certain date, or

(g) be able to define the scope of its own work.

[Draft amendment:

29.5 A Task Group shall remain constituted until the body which established it, or the Council, resolves that it has completed its task. Task Groups shall in law be Committees of the Council. The terms of reference of Task Groups shall be specified by the body appointing them as shall their duration or the event on which they shall cease to meet.

29.6 If a Task Group appointed by the Council or Cabinet or a Policy Review and Development Panel is to do any of the following things, these may be specified in its terms of reference:-

(a) meet in public,

- (b) hold public hearings,
- (c) have a Councillor membership other than ~~five-six or not complying with proportionality~~,
- ~~(bd)~~ have non-members of the Council as non-voting members,
- ~~(ee)~~ commission research, or
- ~~(f)~~ ~~complete its work by a certain date, or~~
- ~~(fg)~~ be able to define the scope of its own work.

[Clean version:

29.6 If a Task Group appointed by the Council or Cabinet or a Policy Review and Development Panel is to do any of the following things, these may be specified in its terms of reference:-

- (a) have a Councillor membership other than six,**
- (b) have non-members of the Council as non-voting members,**
- (c) commission research, or**
- (d) be able to define the scope of its own work.]**

29.7 When any scrutiny and overview body is considering the performance or proposals of a person, or of a body which included any of its members; such person or members shall not take part in that consideration in the capacity of members of the scrutiny body.

29.8 Informal Working Groups (scrutiny and overview function)

For the avoidance of doubt, Informal Working Groups are not formal Council Bodies or Task Groups. They are solely chosen, controlled by, and report directly back to their respective Policy Review and Development Panels. Political proportionality or issues of vacancies and substitutions should not be an issue.

Any work undertaken through Informal Working Groups should only be regarded as approved duties, with respect to traveling expenses, ~~only~~ with the prior approval of the respective Panel's Chairman.

29.9 Any formal meeting of a Council Body, including Task Groups and Informal Working Groups, shall be attended, supported and recorded by a proper Officer of the Council

30 Access to Information and Meetings

30.1 Business shall be transacted by the Council and Council Bodies in public unless they resolve to consider in private any matter that is confidential or any information which is exempt within the meaning of Schedule 12A of Part I of the Local Government Act 1972. Officers holding statutory appointments as set out in Standing Order 35 are entitled to attend any meeting of the Cabinet.

30.2 Agenda, reports and other documents of Council bodies shall be held in confidence by Members and Officers of the Council until they are published by the authority of the Chief Executive. Notice shall be given at least five clear days in advance of any meeting by posting details of the meeting at King's Court, Chapel Street, King's Lynn and wherever possible on the Council's website

www.west-norfolk.gov.uk. Late or additional reports which are available for public inspection shall be available to the press and public at the same time it becomes available to members.

30.3 No Member or Officer shall ever disclose documents or the contents of documents that are “exempt” or contain confidential information, as defined by paragraph 30.1 of this Standing Order, to any person who is not a Member or an Officer of the Council other than with the permission in writing of the Monitoring Officer

30.4 If any matter that is raised at a meeting of the Council or a Council Body or subsidiary body when meeting in public, involves the appointment, promotion, dismissal, salary, superannuation, conditions of service or conduct of any identifiable person currently or formerly employed by the Council; that matter shall not be further discussed until the meeting has determined whether the public should be excluded.

~~30.5 Subject to Standing Order 12.16 no key decision may be taken unless:-
(Local Authority (Executive Arrangements)(Meetings and Access to Information) England Regs 2012)
(a) notice of the proposed key decision has been published in the Forward Decision List
(b) At least 28 clear days have elapsed since the publication of the notice of key decisions
(c) Notice of the meeting or intended decision making has been given
(d) Five working days following the making of the decision have elapsed and no call-in has been received in accordance with standing order 12.3 above~~

30.6 General Exception for the Key Decision Requirements

~~If a matter which is likely to be a key decision has not been included in the Forward Plan, the decision may still be taken if:~~

~~(a) the Chief Executive has informed the Chairman of The Corporate Performance Panel, in writing, by notice, of the matter upon which the decision is to be made;~~

~~(b) Notice is given of the details of the decision to be made and the reasons why it is impracticable to give 28 days notice.~~

~~(c) at least five clear days have elapsed between notice being given and the decision being taken.~~

~~[Now set out at Standing Orders 12.17 and 12.18]~~

30.7 Record of individual decision

As soon as reasonably practicable after an Executive decision has been taken by an individual member of the Executive or a key decision has been taken by an officer, ~~he/she/they~~ will prepare, or instruct the proper officer to prepare, a record of the decision, a statement of the reasons for it and any alternative options considered and rejected.

30.8 Special Urgency

If the general exception rule is impracticable, the decision can be taken if the decision maker has received the permission of the Chair of the Corporate Performance Panel ~~or~~, if ~~he or she is/they are~~ unable to act, the Mayor or Deputy Mayor, and a notice has been published stating that a decision is urgent and the reasons why it cannot reasonably be deferred.

31 Special Meetings

31.1 A special meeting of a Council Body, including Cabinet and any Committee, Task Group, Panel and Informal Working Group:-

(a) may be called by the Chair of that meeting at any time; and

(b) shall be called on notice being given in writing to the Chief Executive by a quarter of the members of that meeting stating that they desire a meeting.

31.2 The Chief Executive shall summon each relevant Member to a Special Meeting, under paragraph 31.1 of this Standing Order, with a notice served at least five days before the date of the meeting (not including the day on which the notice is sent to each Member and the day of the meeting) which shall set out the business to be considered, and no business other than that mentioned in the notice shall be considered at that meeting.

32 Vacancies and substitutions on Council bodies and task groups

32.1 The Chief Executive shall appoint a Member, nominated by a political group to fill a casual vacancy that falls to be filled by that particular political group, provided the leader of that group has:-

(a) consulted with the Members of the group; and,

(b) communicated the name of the person nominated to the Chief Executive and/or the Democratic Services Office; and,

(c) the Member nominated under paragraph 32.1(b) is not precluded from being a member of that Council Body or Task Group by any rule of law or of the Council.

32.2 Subject to the following conditions, when a Member is unable to attend any meeting, a substitute registered in the same political group as the nominating political group may attend in their place.

(a) The substitutes will be temporary members, appointed by the Chief Executive on the authority of the Council, and the member substituted for will be suspended from the relevant membership for the period of substitution. Once commenced, the substitution shall continue throughout the meeting and throughout consideration of any item of its business which is adjourned.

(b) The Chief Executive/Democratic Services Officer must be notified in writing by the Member who will be absent or by the Leader of their political group. Unless the reason for the absence arises too late to permit this (in which case the maximum notice possible must be given), this notification shall be given at least 24 hours before the meeting.

32.3 Whenever appointments of Members are not made on the first occasion when they might be, the Chief Executive shall make such appointments on the basis of balloting members of the body entitled to make the appointment. If the vacancy falls within the proportion of places due to a particular political group, balloting shall initially be restricted to the members of that political group. Only if that fails to fill a vacancy, will a further ballot be conducted open to relevant Members of all political groups or none.

33 Duration of Council meetings

33.1 A Meeting including a Meeting of a Task Group which has sat continuously for three hours shall be adjourned automatically unless the majority of members present vote to continue to sit.

34 Rights of non-members to attend meetings of Council bodies

34.1 Every Member of the Council shall have the right to attend any Meeting including Task Groups. A Member exercising this right shall inform Democratic Services no later than two hours before the commencement of the Meeting of their intention to attend.

34.2 Every Member of the Council shall have the right to speak at any Meeting including Task Groups subject to the provisions as to declarations of interest, provided that they shall, inform Democratic Services at least two hours before the Meeting of their intention to do so and on what items they wish to be heard.

34.3 The minutes of the Meeting shall record the name of any Member of the Council who is present at the Meeting under this Standing Order, any item on which they spoke, and shall include a summary of what they said.

[Draft amendment:

34.1 Every Member of the Council shall have the right:

(a) to attend any meeting of a Council body, including Task Groups and Informal Working Groups; and also the right

(b) to speak at any meeting of a Council body, including Task Groups and Informal Working Groups, except, for the purposes of this Standing Order, the Licensing Committee, the Licensing and Appeals Board and the Planning Committee, and subject to:

(i) the expiry of any statutory time limits within which representations must be made in relation to the issue or issues under consideration;

(ii) the provisions as to declarations of interest

provided that they shall, inform Democratic Services one clear working day before the meeting commences and no later than one hour before the meeting commences of their intention to attend and to speak, as appropriate, before the Meeting specifying on what items they wish to be heard before the meeting commences, and in any event prior to any decision being made on the matter.

34.2 Any Member of the Council speaking at a meeting of a Council body, including Task Groups, under this Standing Order must, in any event, conclude what they wish to say in relation to the issue or issues under consideration prior to any decision being taken on that issue or issues.

34.3 The minutes of the Meeting shall record the name of any Member of the Council who is present at the meeting under this Standing Order, together with any item on which they spoke, and shall include a summary of what they said.

34.4 For the purposes of this Standing Order the right to speak at:

(a) Cabinet is limited only to a right to make a statement, subject to the discretion of the Chair;

(b) Scrutiny and Overview Bodies includes the right to ask questions;

(c) Any other Council Bodies, including Task Groups and Informal Working Groups, includes the right to contribute to the debate of the item on which they wish to be heard

[Clean version:

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(a) to attend any meeting of a Council body, including Task Groups and Informal Working Groups; and

(b) to speak at any meeting of a Council body, including Task Groups and Informal Working Groups, except, for the purposes of this Standing Order, the Licensing Committee, the Licensing and Appeals Board and the Planning Committee, and subject to:

(i) the expiry of any statutory time limits within which representations must be made in relation to the issue or issues under consideration;

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(c) Any other Council Bodies, including Task Groups and Informal Working Groups, includes the right to contribute to the debate of the item on which they wish to be heard]

35 Statutory appointments

35.1 The following posts shall be designated for the purposes of Article 12.02 of this Constitution, sections 113 to 115 of the Local Government Finance Act 1988 and sections 4, 5 and 6 of the Local Government and Housing Act 1989 and shall be held by separate individual officers.

(a) The Head of the Paid Service

(b) The Monitoring Officer.

(c) The Chief Financial Officer

36 Recording or broadcasting meetings

36.1 The Openness Regulations require that any person attending a meeting open to the public (including Councillors) must, as far as is practicable, be afforded reasonable facilities for reporting (whether by filming, photographing or audio recording) and may use any communication method (including social network methods) to publish or otherwise share the results of their reporting activities.

36.2 "Reporting" means

- filming, photographing or making an audio recording of proceedings
- using any other means for enabling a person who is not present to see or hear proceedings at a meeting as it takes place or later
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

36.3 The Council is not required to permit oral reporting or commentary at a meeting as it takes place if the person reporting or providing the commentary is present at the meeting.

36.4 The Council has published and adopted a Protocol relating to the adoption and operation of the Openness Regulations and this can be viewed at the end of this Constitution (Appendix 2)

37 Approval of draft plans, strategies, estimates and amounts submitted to the Council by the Cabinet

Extracts from the statutes

"plan or strategy" means—

(a) a plan or strategy of a description specified in column (1) of the table in Schedule 3 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (functions not to be the sole responsibility of an authority's executive), as amended from time to time;

(b) a plan or strategy for the control of a relevant authority's borrowing or capital expenditure; or

(c) any other plan or strategy whose adoption or approval is, by virtue of regulation 5(1) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (discharge of executive functions by authorities) as amended from time to time, a matter for determination by a relevant authority;

(Local Authorities (Standing Orders) (England) Regulations 2001 Regulation 2)

(a) estimates of the amounts to be aggregated in making a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ, of the Local Government Finance Act 1992;

(b) estimates of other amounts to be used for the purposes of such a calculation;

(c) estimates of such a calculation; or

(d) amounts required to be stated in a precept under Chapter IV of Part I of the Local Government Finance Act 1992,

(Local Authorities (Standing Orders) (England) Regulations 2001 Para 6, Part 2, Schedule 2)

37.1 Where the Cabinet submits a:-

(a) plan or strategy prescribed by the Local Authorities (Standing Orders) (England) Regulations 2001 ("the regulations") to the Council for approval by the Council; or

(b) any estimate or amount prescribed under Paragraph 6 of Part II of [Schedule 2 to](#) the regulations and the Council wishes to amend, approve or adopt the plan or strategy, or object to any estimate or amount, it must inform the Leader of the Council of any objections to the plan or strategy or estimate or amount.

37.2 Where an objection is received under this standing order the Cabinet must consider the objection within such period as shall be specified by the Council (being not less than 5 working days beginning with the date that the Leader received the objection) and the Leader of the Council may either amend the plan or strategy or a revision of the estimates or amounts or inform the Council of the reasons why the Cabinet disagrees with the Council's objections.

37.3 The Council must take account of the amendments made by the Cabinet to a plan or strategy and any reasons why the Cabinet disagrees with the Council's objections when it amends, approves or adopts a plan or strategy or before it makes a calculation in accordance with sections 32 to 37 or 43 to 49 of the Local Government Finance Act 1992 or issues a precept under Chapter IV of Part 1 of that Act.

38 Decisions by Cabinet Members

38.1 Wherever a decision is to be made by a Cabinet Member, a report must be produced in writing setting out all of the required information before any decision can be taken.

38.2 A copy of the report with a note must be sent to the Democratic Services Manager, Management Team and The Monitoring Officer, 5 clear days before the date on which the decisions is to be taken. The report will then be placed on the intranet/internet or otherwise made available to members of the Council and unless confidential or exempt to members of the public.

38.3 The Cabinet Member can either attend the Council Offices and make the decision on the given day, or may return the completed form, signed off, to the Head of Service responsible via the email system, a copy should also be sent to the Democratic Services Manager.

38.4 The decision may be wholly within the Cabinet Members decision making powers, or part of all may be a recommendation to Council. This must be made clear in the report. Recommendations to Council will then be placed on the next Council Agenda and moved by the Leader at Council.

38.5 A Cabinet Member may decide to refer the matter to a full meeting of Cabinet for decision. In which case the matter will be placed on the agenda of the next ordinary meeting of Cabinet.

38.6 Once a Cabinet Member has made a decision it will be placed on the intranet and made available for call-in in accordance with Standing Order 12. Members will be notified that a decision has been taken.

APPENDIX 1

DIAGRAM TO SHOW THE STAGES OF MOTION, AMENDMENT AND DECISION

(1) **MOTION** moved and seconded

↓

(2) **DEBATE ON MOTION**

↓ → → → **NO AMENDMENT** move to (6)

(3) **AMENDMENT** moved and seconded

↓

(4) **DEBATE ON AMENDMENT**

↓

when debate finishes

↓

(5) **MOVER OF ORIGINAL MOTION INVITED TO
REPLY TO DEBATE ON AMENDMENT**

↓

VOTE ON AMENDMENT

↓ **IF CARRIED** - MOTION AS AMENDED IS OPEN FOR DEBATE

↓ **IF LOST** - ORIGINAL MOTION IS OPEN FOR DEBATE

(Any number of amendments can be moved and dispensed with in the way **ONE AT A TIME**)

↓

(6) **DEBATE**

↓

(7) **WHEN DEBATE FINISHED MOVER OF ORIGINAL MOTION (1) TO REPLY TO DEBATE**

↓

(8) **VOTE ON MOTION (ORIGINAL OR AS AMENDED)**

↓

IF CARRIED – DECISION

IF LOST - NO DECISION – Matter open for further proposal or stands as a **NO DECISION** item.

IF EQUALITY OF VOTES - NO DECISION

An amendment will not be valid if it is a direct negative or if it introduces a new issue unrelated to the terms of the motion.

Appendix B

Protocol for Reporting and Commentating on public Council Meetings Agreed at 27 November 2014 Council

I. Introduction.

(a). By virtue of the Openness of Local Government Bodies Regulations 2014 (“the Openness Regulations”), members of the public are entitled to report on meetings of the Council, the Executive and all other Committees and meetings to which the public have access.

(b). Reporting is not permitted where the public have been excluded from a particular meeting, or part of a meeting as permitted by law (for example to protect confidential information) and other restrictions apply to protect those individuals who do not wish to be recorded.

(c). For the purposes of the Openness Regulations, “reporting” means:

- filming, photographing or making an audio recording of the proceedings of the meeting.
- using any other means for enabling persons not present at the meeting to see or hear proceedings at a meeting as it takes place
- reporting or providing commentary on proceedings at a meeting orally or in writing, so that a report or commentary is available as the meeting takes place or later if the person is not present (note however that in accordance with paragraph 2.(d)(iii) below there is to be no **oral** reporting or commentary on a meeting as it takes place by a person present at the meeting).

(d). Any person attending a meeting (including Councillors) must, so far as is practicable, be afforded reasonable facilities for reporting and may use any communication method (eg the Internet), including social media sites such as Facebook or Twitter , to publish, post or otherwise share the results of their reporting activities. Subject to this Protocol, publication and dissemination may take place in the meeting or afterwards.

2. The Protocol.

The following Protocol sets out how reporting and commentating will be managed by the Borough Council of Kings Lynn and West Norfolk (“the Council”).

(a). Although there is no requirement so to do, it would be very helpful to the Council if persons wishing to record proceedings (or any part thereof) would notify the Councils Democratic Services Team (telephone number) in advance of the meeting. That will assist the Council to make reasonable arrangements to accommodate the requirements of those wishing to record.

(b). At the start of the meeting, the Chair~~man~~ will remind all present that recordings may be made in accordance with the Openness Regulations.

(c). The Chair~~man~~ will make it clear that whilst the Council respects the right to record and communicate, the right must be exercised reasonably and having regard to the need for the orderly conduct of business at the meeting.

(d). To ensure that this objective is achieved, the following criteria will be adopted:

(i). Persons should remain seated whilst they are recording. Walking around the meeting room whilst recording will not be permitted.

(ii). If other members of the public present express a wish not to be filmed or photographed whilst they are speaking, this request should be respected.

(iii) No oral reporting or commentary of the meeting be permitted on the meeting as it takes place by any person who is present at the meeting. This restriction is imposed to avoid noise which could otherwise disrupt the meeting.

(iv) If in the opinion of the Chair~~man~~, any other behaviour or activity is taking place which in his/hers opinion is preventing the orderly conduct of business at the meeting (for example, the use of flash photography), the Chair~~man~~ will exercise his/hers discretion to adjourn the meeting.

(v) To avoid the possibility of accidents, the Council will not permit the use of electric sockets for electronic equipment

(e). Persons recording are reminded that the right to record whole (or part) of a meeting, extends only to those meetings (or part thereof) that the public are entitled to attend. If the public is lawfully excluded from the meeting at any stage (for example because confidential information is being discussed), the right to record immediately comes to an end for the whole of the period that the meeting is in "private" session.

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET

Minutes from the Meeting of the Cabinet held on Tuesday, 22nd September, 2020 at 3.30 pm in a Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube

PRESENT: Councillor E Nockolds, Vice Chair in the Chair
Councillors P Gidney, P Kunes, A Lawrence, G Middleton and E Nockolds

Apologies for absence were received from Councillor B Long

CAB157 APPOINTMENT OF VICE-CHAIR FOR THE MEETING

RESOLVED: That Councillor Blunt be appointed Vice-Chair for the meeting.

CAB158 MINUTES

RESOLVED: The Minutes of the Meeting held on 19 August 2020 were approved as a correct record and signed by the Chair.

CAB159 URGENT BUSINESS

None

CAB160 DECLARATIONS OF INTEREST

None

CAB161 CHAIR'S CORRESPONDENCE

None

CAB162 MEMBERS PRESENT UNDER STANDING ORDER 34

Councillors A Ryves and M de Whalley attended under standing Order 34.

CAB163 CALLED IN MATTERS

None

CAB164 **FORWARD DECISIONS**

The Forward Decisions list was noted

CAB165 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The recommendations from the Panels relating to reports on the agenda had been read by Cabinet members and were taken into account with the relevant items.

CAB166 **CLIMATE CHANGE POLICY**

[Click here to view the recording of this item on You Tube](#)

Cabinet considered the report which explained that the Motion to Council 5/19 was submitted to full council in October 2019. Council referred the motion to cabinet. The motion was discussed at cabinet on 4 February, 2020.

This was then agreed in Council on 7 July, 2020. Cabinet's recommendations were as follows:

- a. That officers be requested to prepare a climate change policy and separate strategy with action plan.
- b. That the council fully recognise the evolving climate crisis and work towards Borough Council carbon footprint neutrality and net zero district carbon emissions. The dates will be determined considering emerging policies at the national and local level.
- c. The current 12-month UEA intern post should be extended to a temporary 2-year fixed term post.

The report explained that this climate change policy was the first of 2 significant pieces of work requested by cabinet: the climate change policy and the climate change strategy and action plan.

It was pointed out that a climate change policy was needed to guide the direction of our climate change work going forwards. This policy provided a framework for other areas of council work to be referred against.

The policy would work alongside the council's corporate priority "protecting and enhancing the environment including tackling climate change".

The policy highlighted our approach to tackling climate change, through reductions in our greenhouse gas emissions, as well as being the first step to embedding a positive climate change culture within the council.

Under standing order 34 Councillor de Whalley addressed the Cabinet on the report stating he considered that the matter was under

resourced by the Council, he gave statistics relating to climate change and emissions. He stressed how important he considered it was to act quickly on this matter which he felt was a greater emergency than the current pandemic.

Under standing order 34 Councillor Ryes addressed Cabinet on the report. He congratulated officers on the report and policy which he felt focussed the mind.

Cabinet members supported the report which was one further step in a long journey. They thanked officers and Councillor Devereux who had been so involved whilst a cabinet member. The comments from the Environment and Community Panel were taken into account.

RECOMMENDED: That the climate change policy be adopted.

Reason for Decision:

To provide a framework and approach for future climate change work done by the BCKLWN.

CAB167 **NOTICE OF MOTION 1-20 - CLIMATE CHANGE**

[Click here to view the recording of this item on You Tube](#)

Cabinet was reminded that Motion to Council 1/20 was submitted to Full Council in January 2020 and referred to Cabinet for consideration.

The wording of the Motion 1/20 was as follows:

“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.”

Under standing order 34 Councillor de Whalley, the mover of the motion addressed Cabinet disagreeing on the stance taken in the report about where the authority lay in relation to the case. He reminded Cabinet that west Norfolk was vulnerable whilst he considered that the Council was taking the bare minimum approach.

RECOMMENDED: That the motion be rejected.

Reason for Decision:

- The borough council is already taking timely actions to reduce emissions.
- The borough council is not the body vested with the authority within its jurisdiction to tackle all areas of King's Lynn and West Norfolk emissions.
- The Dutch Supreme Court Judgement (Urgenda v The State of the Netherlands) does not bind the UK courts or government but may be of persuasive influence.
- The acceptance or rejection of this motion will not be determinative of the extent to which the Urgenda case impacts the borough council.

CAB168 **REVISED REVENUE BUDGET 2020-21**

[Click here to view the recording of this item on You Tube](#)

The Assistant Director – Resources presented her report which explained that following the last monitoring report update to Cabinet, officers were asked to carry out a more detailed review of their budgets in order to identify plans to reduce the potential overspend in 2020/21 arising from the COVID-19 pandemic and report back to the September Cabinet meeting with recommendations for action. The report set out a proposal for revisions to the budget for 2020/21 which was the outcome of that work along with a number of proposed actions to further close the estimated budget gap.

The revised budget would also reflect the additional costs incurred by the Council in the response phase to the COVID-19 pandemic and the additional funding that had been received from central government.

The revised budget provided a funded budget for 2020/21 that incorporated budgets to meet the additional costs of COVID-19 to enable effective budget monitoring. There was still an expectation that a draw on the General Fund Reserve balance would be needed to fund the budget which was based on a prudent level at this time.

The report set out the council's progress towards Financial Plan priorities for 2020/21 in the period 1 April to 31 July 2020.

In presenting the report the Assistant Director stressed that the report and recommendations did not take into account the effect of a second wave of covid restrictions and their knock on effects.

Councillor Nockolds stressed the need to support the vulnerable members of the community, and the need to use the reserves for this purpose.

RECOMMENDED:

- 1) That the savings set out in Appendix 1 to the report be approved
- 2) That the revised revenue budget for 2020/21 set out in Appendix 2 to the report be approved

Reason for Decision

To align budgets in response to the COVID pandemic and ensure effective budget monitoring can take place during 2020/21

CAB169 **HOUSING DELIVERY TEST - ACTION PLAN**

[Click here to view the recording of this item on You Tube](#)

Cabinet considered a report on the Government changes to the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) which had introduced the Housing Delivery Test (HDT). This was a relatively new test for Local Planning Authorities (LPA) to navigate. The test measured the number of homes actually delivered against how many homes should have been delivered over the past three-year period. Results were expressed as a percentage which dictated the measures required for the LPA to take or the penalties it faced. The Borough Council's result for 2018 was 91%. This meant that a HDT Action Plan was required to be prepared. This was carried out and the Action Plan explored housing supply and delivery in some detail and then provided a series of Actions for the Borough Council to consider going forward in an attempt to increase housing supply and delivery. The Borough Council's result for 2019 is 83%. This meant that the HDT AP was required to be updated and in addition a 20% buffer was applied to the 5-year housing land supply calculation.

In discussing the paper concern was expressed about what the future tests would involve. The importance of ensuring councillors were aware of the requirements and the implications of not meeting the targets was expressed. A refresher on the requirements and implications for the Planning Committee was suggested. The importance of getting the Local Plan in place and adopted was stressed.

RESOLVED: That the Updated Housing Delivery Test Action Plan be approved.

Reason for Decision

To ensure that the Borough Council complies with its duties as set out within the NPPF and PPG. The Housing Delivery Test Action Plan is an update of the one which Cabinet endorsed previously. This sets out a series of updated appropriate actions for the Borough Council to consider and explore in the short, medium and long term in an attempt to increase housing supply and delivery.

CAB170 SCRUTINY AND EXECUTIVE PROTOCOL

[Click here to view the recording of this item on You Tube](#)

The Monitoring Officer presented the report which presented a draft Protocol which was designed to assist Members of the Policy Review and Development Panels and the Cabinet by defining the relationship between the Executive and Scrutiny and the role of Cabinet Members in the Scrutiny process.

The Protocol had been prepared in response to the Ministry of Housing, Communities and Local Government's Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities ("the Statutory Guidance"). This was statutory guidance which Local Authorities must have regard to when exercising their functions.

The draft Protocol was presented to all three Panels and was supported.

RECOMMENDED:

- 1) That the draft Protocol attached to the agenda be recommended to Full Council for approval as drafted.
- 2) That the operation of the Protocol be reviewed after 12 months of operation.

Reason for Decision

To respond to the Statutory Guidance and promote a good working relationship between Scrutiny and the Executive.

CAB171 REVIEW OF STANDING ORDERS AND ARTICLES

[Click here to view the recording of this item on You Tube](#)

The Monitoring Officer presented a report on the draft amendments to the Standing Orders and Articles within the Borough Council's

Constitution following on from the meetings with Group Leaders and the representative for the Independent Group.

The proposed changes were attached to the report with the amendments shown as 'tracked changes' in the documents.

In discussing the proposed amendments, Cabinet requested that the Monitoring Officer prepare some further amendments on the following matters:

- The setting of a time limit of questions at council of portfolio holders of 30 mins and the Leader of 15 mins. Those questions to be allocated in the order of largest opposition Group, smaller opposition group, then the Administration.
- That whilst the normal appointments to Chairs would remain with Annual Council, if there are vacancies during the course of the year, Council be able to appoint a replacement, nominated by the Leader as is the case for annual council.
- That once a decision is taken to continue to sit after 3hours of a meeting, a further vote is taken each hour thereafter.

It was proposed that the Leader be invited to agree the amended wording prior to the amended documents being submitted to Council.

RESOLVED: That Monitoring Officer be requested to draft further amendments and submit to the Leader for decision in time for submission to Council on the following areas:

- The setting of a time limit of questions at council of portfolio holders of 30 mins and the Leader of 15 mins. Those questions to be allocated in the order of largest opposition Group, smaller opposition group, then the Administration.
- That whilst the normal appointments to Chairs would remain with Annual Council, if there are vacancies during the course of the year, Council be able to appoint a replacement, nominated by the Leader as is the case for annual council.
- That once a decision is taken to continue to sit after 3hours of a meeting, a further vote is taken each hour thereafter.

RECOMMENDED: That the draft amendments to the Standing Orders and Articles attached to the report be recommended to Full Council for approval, subject to the further amendments as set out in the minute which will be submitted directly to Council.

Reason for Decision

To ensure that the Council's Constitution remains fit for purpose, reflects existing legislation and best practice

To take into account the comments of Cabinet members at the meeting.

CAB172 EXCLUSION OF THE 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 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.

CAB173 KLIC LOAN SETTLEMENT AGREEMENT

The Assistant Director – Property and Projects presented his report which set out the proposals for a Settlement Agreement and Payment Plan between Norfolk and Waveney Enterprise Services (NWES) and the Council relating to outstanding monies owed from the delivery of the King's Lynn Innovation Centre (KLIC), Nar Ouse Way, King's Lynn and sought authority to enter into the repayment arrangements as set out within the report.

RESOLVED: 1) That the settlement agreement and payment plan terms between NWES and the Council as set out within the report be approved and delegated authority granted to the Assistant Director Property & Projects to progress the contract documentation in consultation with the council leader.

2) That Authority be delegated to the Council's legal services provider to draft and complete the necessary legal and contractual documentation necessary for the King's Lynn Innovation Centre.

Reason for Decision

The Council during 2019 took possession of the King's Lynn Innovation Centre (KLIC) as part payment of monies owed from the financing arrangements for the delivery of this facility. The Settlement Agreement and Payment Plan proposals set out within this report provides the Council with a realistic approach to recouping the outstanding debt owed by Norfolk and Waveney Enterprise Services (NWES).

The meeting closed at 4.54 pm

**REQUEST TO ADD AN ITEM TO A POLICY REVIEW AND DEVELOPMENT PANEL
WORK PROGRAMME**

REQUEST FROM: CLLR. Chris Morley (Independent).

SUBJECT FOR CONSIDERATION: Corporate Performance Monitoring Indicators.

RECOMMENDED PANEL FOR INITIAL CONSIDERATION: CPP.

REASONS FOR RECOMMENDING CONSIDERATION – INITIALLY BY CPP.

Performance monitoring indicators are an essential tool for monitoring achievement against critical success factors of any organization. They can be used for strategic or operational goals.

I consider that the current set of metrics, which, apart from those currently being added, were formulated some 3 years ago, were offered by various Portfolio Holders and Officers to reflect scrutiny and progress against individual programs within their remits. In so doing, I suggest, focus has been lost on the overall strategic vision of the Council's Corporate Plan and its **Key Priorities**.

The Borough **Vision** is laudable and at its core is the achievement of a healthy community where business, communities and people can flourish, be active and healthy; having access to activities and an environment to provide a good quality of life.

However, can we, as a Council, objectively claim we are monitoring performance against this vision when there is only 1 metric on Culture, Heritage and Health?

Looking, briefly for this Paper, at the Key Priorities in turn:

Priority No 1.

Value for money and sustainability.

We receive information on % taxes and rates received, arrears and suppliers paid. All essential information for operational management.

However, on finance and sustainability I would wish to include the position on revenue, arrears, capital tracking and reserves. There is a separate and detailed Budget Monitoring Report (when published) but for corporate performance against key priorities I would wish for an agreed sub-set of the key indicators of sustainability.

Priority No 2.

Growth.

Is this merely houses built and planning applications?

If West Norfolk is a destination for history, culture and leisure, where are the numbers. Why no spectrum measurement of retail, businesses, learning and entertainment venues to identify opportunities to grow or fill gaps?

Key infrastructure measurements for both construction and use in these areas would show business and personal growth.

Priority No 3.

Environment and Climate Change.

I'm afraid the metrics here are way off the gain line. Is information on fly tipping and food health really a corporate issue? Problems such as these need to be logged, measured and corrected but at a Council/Cabinet and Panel level we need to know of measures relating to:

Carbon reduction; Air Quality; Quality of rivers and beaches; tree coverage; green spaces; habitat protection etc.

Priority No 4.

Social Mobility and Inclusion.

We measure Lily activities and include various metrics on homelessness. I suggest we also forge links for data from Further Education establishments, County Educational achievement data, Broadband fixed and mobile coverage. Numbers of youngsters with access to terminals for home education etc. Somehow, we have to measure and address deprivation, education and attainment so that we can help, or at least be a catalyst for improving socio-economic levels in the Borough. That is a legitimate Corporate target for this Borough.

Priority No 5.

Creating Places to make a Difference.

I consider a fresh set of measurable data needs to be developed for this aspiration.

Protection, enhancement, pleasant, clean are all good words but are they measured when developing business plans for economic growth.

Priority No 6.

Health and Wellbeing.

We need a fresh data set here in conjunction with QEH, PHE and the (over) numerous Wellbeing Boards that have been in existence for some time. The vulnerability to COVID in West Norfolk has highlighted deprivation in this Borough and we should have plans and measures in place to demonstrate that we are intent on improving matters.

Have I raised this concern before? No, but I have discussed it within the Independent community. I am of the firm opinion now that we are moving from reactive plans, to counter the impact of C-19 within the Borough, to recovery and restoration phases that it is an

opportune time for the Council to reconnect positively with its vision for West Norfolk; together with the appropriate key plans and measures to achieve success.

Can the Council Influence Changes? Yes, it may be difficult to measure the current situation in some key areas and therefore subsequent improvements but I recommend that a revised dashboard of metrics be developed on the lines outlined above. Measures to indicate we are on the path to **our Vision** will go a long way to demonstrate we have embedded plans for the future in our stewardship of both business and citizens within our Borough. This may take some effort and therefore cost but is, I believe, necessary and prudent.

SUMMARY AND RECOMMENDATION FOR AGREEMENT AT CPP

1. That CPP set up a Task Group with the necessary officers to consider a revision to the existing performance measures.
2. A revised dashboard of metrics be agreed by CPP and subsequently by each Panel and Cabinet; and
3. Final agreement by full Council.

30th August 2020.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	7 th October 2020		
TITLE:	Covid-19 Recovery-Action Plan		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Debbie Gates, Executive Director and Geoff Hall, Executive		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>The Cabinet adopted a Covid-19 Recovery Strategy for the Authority on 30 June 2020. This report details the actions that the Council is taking together with partners where appropriate, to facilitate recover from the Coronavirus Pandemic. It includes both internal actions for the Authority and those that are externally focused upon the economy and community served by the Council.</p>
KEY ISSUES:
<ul style="list-style-type: none"> • The Recovery Action Plan sets out action under each of the key priorities outlined within the Corporate Business Plan and progress will be subject to required monitoring and reports to Management Team and Members. • The additional workloads relating to Covid-19 Response and Recovery will impact upon the capacity of the Authority to progress other projects and work streams relating to Corporate Business Plan priorities during 2020/21. The position will be reviewed towards the end of the financial year, when we may be in a position to adopt a more traditional Corporate Business Plan, but this will be dependent upon the progression of Covid-19 and the resulting workloads for the Authority over the winter period. • We recognise that recovery will not be a linear process and we will need to retain the capacity and ability to react quickly to further peaks, local outbreaks and national initiatives to contain the spread of the virus.
OPTIONS CONSIDERED:
N/A
RECOMMENDATIONS:
<p>The Corporate Performance Panel is requested to consider and comment on the Draft Action Plan / Monitoring Report prior to its submission to Cabinet and then Council.</p>
REASONS FOR RECOMMENDATIONS:
<p>To facilitate achievement of the objectives outlines in the Council's Covid-19 Recovery Strategy. Also, to enable to prioritisation and resource allocation necessary to promote recovery from Covid-19, whilst also retaining the ability to react quickly to further peaks, local outbreaks or national initiatives relating to Covid-19.</p>

COVID-19: A PATH TO RECOVERY ACTION PLAN.

Introduction:

- This Recovery Plan supports the Council's Covid-19 Recovery Strategy which was adopted by the Cabinet on 30th June 2020. It sets out Actions under each of the Key Priorities outlined within the Corporate Business Plan and progress will be subject to monthly monitoring and reporting to Management Team and Members.
- Each Priority is supported by a range of indicators to measure the extent of Recovery within the local economy and communities together with both internal and external facing functions of the Authority.
- In addition to the specific Actions detailed in the Action Plan, the Council will be restoring and adapting Council services, taking account of national guidelines and community need. This will reflect the "new normal" operating environment and will include harnessing positive changes made in response to Covid-19 in areas such as increased digital transactions and use of technology to reduce business travel across the County/Region.
- The Council recognises that Recovery will not be a linear process and it will retain the ability to react quickly to further peaks, local outbreaks or national initiatives (such as test and trace and support for people on lower incomes who need to self-isolate and cannot work from home) to contain the spread of the virus.
- Recovery will be underpinned by stable finances and the Council will continue to monitor the impact of Covid-19 on income and expenditure budgets and to review and update the Financial Plan for the period 2021/2025.

Recovery Plan Monitoring/Progress Report September 2020

Key Priority:

1. Focusing on Delivery:

Action	Progress to date and milestones/projects/planned opportunities
<p>1.1 Ensure that staff are equipped and supported to undertake their duties in accordance with the Recovery Plan priorities by:</p> <ul style="list-style-type: none"> • Providing Covid-19 safe working environments through maximising use of available Council buildings and assets; • Increased use of flexible working arrangements, to include provision of technology that enables home working on a regular or ad hoc basis; • Provision of welfare support activities. 	<ul style="list-style-type: none"> • Revisions to homeworking policy have been developed, agreed with Management Team and Unison and are now being implemented, including full homeworking risk assessments for dedicated homeworkers. • A corporate COVID19 risk assessment has been produced to ensure all working environments for Council employees are safe, and service specific risk assessments have been developed to support different operational areas. • A range of adjustments have been made to office layouts and working arrangements to ensure the risk assessment is adhered to. This has included relocating some staff to alternative locations, changing office layouts or moving employees to different areas of the building and introducing screening • All Council owned properties that are occupied by staff have been COVID19 risk assessed and “signed off” as Covid secure. • Plans have been developed and implemented to support staff returning to work at the end of the shielding period, with additional support and guidance provided to employees and Managers where required • Many teams are utilising rotas balance effective delivery of services, response / recovery requirements and the number of staff working from King’s Court at any time. • Additional IT equipment has been provided to enable a large number of employees to undertake work from home. Training is being developed to support employees in maximising the use of the new technology available on an

	<p>ongoing basis.</p> <ul style="list-style-type: none"> • Welfare support and practical guidance on health related issues linked to COVID19 continue to be provided. • Continue implementation and provision of ICT connections & infrastructure to support/enhance adapted working methods including virtual meetings • Personnel co-ordinate COVID19 testing for employees. • <i>Within Alive West Norfolk</i> - Secure plans are in place for Leisure and Corn Exchange and available on website. This includes an overarching Risk Assessment and detail of action taken to ensure safety of customers and staff.
<p>1.2 Ensure that staff resources are deployed effectively to deliver the Recovery Plan and the future needs of the Borough, to include the ability to respond rapidly to subsequent waves of Covid-19 and/or local or national lockdowns. This may involve short or medium term redeployment of staff to address priority tasks.</p>	<ul style="list-style-type: none"> • Redeployment of staff within the Council to response / recovery duties has been co-ordinated centrally to ensure an effective matching of knowledge and skills to the needs of those teams requiring additional resources. • The process of managing the return of redeployees to their normal job role has also been managed centrally, to balance the needs of redeployed and 'home' services. • Work to identify the potential resource implications of a second wave/local lockdown for the resilience hub has been undertaken and work to prepare for the delivery of other priority functions is being progressed. • "Lessons learnt" log being compiled from outbreaks in other areas and a desktop reponse exercise is being carried out. • Work on building sites is now progressing well and keeping to programme. Temperature testing and social distancing should help keep the sites open should a second wave hit this area.
<p>1.3 Ensure that procedures and technology are in place to enable democratic processes to run effectively and to support Elected Members to</p>	<ul style="list-style-type: none"> • All Elected Member meetings have been moved to Teams or Zoom with the provision of additional support and advice to Members to ensure they are able to operate the associated equipment successfully.

<p>perform their roles in the new operating environment.</p>	<ul style="list-style-type: none"> • Adjustments to protocols and formats for meetings, including the live streaming of formal meetings, have been successfully implemented. • Implementation and provision of ICT connections & infrastructure will continue to support/enhance adapted working methods where identified
<p>1.4 Use of innovative methods to keep staff, partners and customers informed during the Recovery period, to include effective communications support for corporate campaigns.</p>	<ul style="list-style-type: none"> • The COVID19 response has seen a significant increase in the use of social media to communicate with customers and this will continue into the recovery phase. • Regular staff updates have been circulated and have been welcomed by staff, leading to a new weekly email briefing on a range of issues to keep staff well informed. • Production of the staff newsletter has recommenced following a break during the response phase. • <i>Within Alive West Norfolk</i> – board reports, management meetings and staff updates are in place
<p>1.5 Ensure that Council buildings open to the public in a Covid-19 safe manner, whilst capitalising on the innovative solutions used during the Covid-19 Response phase to offer equal opportunities for all residents to access services and support. This will include support for services in developing digital solutions such as cashless payment facilities and on-line applications.</p>	<ul style="list-style-type: none"> • Plans for the safe re-opening of King’s Court have been developed based on Government guidance and the necessary adjustments to the layout of reception and screening for interview rooms is currently being progressed. • A communications plan is being developed to advise customers of the appointment only service that will be introduced when King’s Court does re-open to the public. • Communications with DWP are ongoing to ensure a consistent approach between building users. • Services will be supported with further development of digital solutions – cashless payment facilities, online applications, development of customer digital experience • Working with the Department of Work and Pensions (Job Centre) for their operations, and service delivery, within King’s Court and examining scope to offer an extended service and public accessibility to help with potential

	<p>employment issues arising from COVID19</p> <ul style="list-style-type: none"> • <i>Within Alive West Norfolk</i> - Secure Plans are in place for Leisure and Corn Exchange and available on website. Contains overarching Risk Assessment and detail of action taken to ensure safety of customers and staff.
<p>1.6 Closely monitor the financial implications of Covid-19 on income and expenditure budgets and provide regular updates to Management Team and Cabinet.</p>	<ul style="list-style-type: none"> • Draft revenue and capital outturn position reported to Cabinet on 19 August 2020 • Budget Monitoring information provided to Management Team and Cabinet up to and including July 2020 (Report to Cabinet 22 September 2020) • Revised budget presented to Cabinet 22 September 2020 including actions to identify savings including refresh of cost reduction/income generation plan and corporate projects for 2021/22 • Further budget monitoring reports to continue during the financial year • Estimates and Financial Plan to be developed for 2021/22 – 2025/26 to report to Cabinet and Council in February 2021 • Cashflow forecast updated and being monitored • Where tenants of the Council’s commercial property portfolio have been adversely affected, the Council will work with those tenants to manage service charge and rent arrear issues over a period of time on a case-by-case basis • <i>Within Alive West Norfolk</i> - Reports to Board on effect of closure and budget implications
<p>1.7 Conduct a Council wide review of expenditure and service provision, to focus resource on recovery and update the Council’s Cost Reduction Programme from 2020/21 onwards.</p>	<ul style="list-style-type: none"> • Revised budget presented to Cabinet 22 September 2020 including actions to identify savings including refresh of cost reduction/income generation plan and corporate projects for 2021/22 • <i>Within Alive West Norfolk</i> – initiating of further cost reduction plans has commenced

<p>1.8 Review and prioritise projects within the Capital Programme to ensure that it reflects changes to the Council's financial position and affordability, while also supporting investment projects that deliver inclusive growth and a reduction in the Council's carbon footprint.</p>	<ul style="list-style-type: none"> • Capital outturn position reported to Cabinet on 19 August 2020 which included rephasing of some capital projects going forward • PRS units identified early on Dewside and Cowper Place, where none were planned, to help the Councils revenue position • Although some projects have stalled owing to Coronavirus issues, an on-going dialogue with a number of potential investors and/or occupiers has been maintained throughout the Recovery period. • Projects such as the Nar Ouse Enterprise Zone have been progressed and funding opportunities have been secured. Potential sales of land with purchasers looking to develop sites themselves for their own occupation have been progressed and interest from potential occupiers of speculative build offices and light industrial units (funded by the council in partnership with the New Anglia Enterprise Partnership) has been maintained. The council is progressing the construction of secondary road, and utility, infrastructure with its public and private sector partners to open-up this important site in order to facilitate future growth, development and investment. • Contact has been maintained with potential occupiers of investment project opportunities • <i>Within Alive West Norfolk</i> – Leisure and Arts capital programme to be reviewed
<p>1.9 Provide relevant financial updates to MHCLG or other Government Departments as required to support and lobby for further financial support or compensation in respect of the financial impact of Covid-19. Assist AWN to claim maximum grants and assistance from Government funding schemes following prolonged periods of closure and limited capacity on re-opening due to social distancing measures.</p>	<ul style="list-style-type: none"> • MHCLG returns completed for April – July periods and will continue. These returns have been used by MHCLG to assess the impact of COVID on local authorities and has generated £1.9m of emergency COVID funding to date • Review of Sales, Fees and Charges loss of income being undertaken in order to claim for reimbursement as part of the Government's Sales, Fees and Charges Grant Scheme for the period April – July 2020 with opportunity to submit further claims due during 2020/21. Leisure provision by AWN not eligible. • Supported AWN to submit claim of £247k for arts and culture services (awaiting confirmation if successful)

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	<ul style="list-style-type: none">• Awaiting further announcements of financial packages to support leisure industry• <i>Within Alive West Norfolk</i> - Application in for £248,000 to Arts Council, awaiting any updates on whether grants will be available for Leisure losses
1.10 Continue implementation and provision of ICT connections and infrastructure to support and enhance adapted working methods, including virtual meetings. Report regularly on Cyber Security activity and implement mitigating actions where applicable.	<ul style="list-style-type: none">• Implemented and provided support for homeworking solutions and office relocation as required and approved by Management Team• Implementation/rollout of Teams and Zoom to enable virtual meetings where necessary has been completed• Will continue with implementation and provision of ICT connections & infrastructure to support/enhance adapted working methods where identified• ICT will continue to carry out health checks and remediate actions to ensure ICT and changes to infrastructure and networks are operating in a secure, safe environment

Key Priority:

2 Delivering growth in the economy and the provision of local housing

Action	Progress to date and milestones/projects/planned opportunities
<p>2.1 Ensure that action is taken to support re-opening the high street and tourism activities in West Norfolk, making use of available grants and innovative campaigns and with a particular focus on safe shopping and outdoor activities.</p>	<ul style="list-style-type: none"> • Now implementing activities identified in the re-opening the high street grants allocation (£134k). • Introduce ‘West Norfolk Welcomes’ promotional campaign to promote safe shopping, consumer and business confidence and innovation. • Implementing measures to support tourism as part of the £360k funding from the Norfolk Strategic Fund. Measures include improvements to public realm, outdoor seating, digital signage and enhanced cleaning of public spaces. • Create an events programme for the next 12 Months with particular focus on ‘little and often’ outdoor activities including engagement with schools for a digital creativity and skills programme. • Work in partnership with Visit East of England to deliver a £500,000 ‘Unexplored England’ marketing campaign to extend the holiday season safely in Norfolk and Suffolk with the support of all the region’s tourism organisations, local authorities and the UK Government ‘ • Advice is being provided by Environmental Health officers to businesses throughout the Borough
<p>2.2 Provide a range of support to local businesses to assist with their recovery from the COVID19 pandemic, including the provision of advice, information and accommodation / space for retail and food operators.</p>	<ul style="list-style-type: none"> • Reviewing communication strategy to provide more targeted advice to businesses (particularly around opening businesses safely, changes in govt advice or access to business support). Consider greater use of targeted emails, use of webpage, business forums to ensure businesses are aware of initiatives to help support them

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	<ul style="list-style-type: none"> • Prepare an overarching strategy for the economic development of King’s Lynn, Downham Market and Hunstanton to ensure that external funders/investors understand the broader vision for these areas and identified actions/projects to achieve those ambitions. • Accelerate the construction of business units within the Enterprise Zone to provide high quality business accommodation. • Facilitate and signpost grant funding support available to businesses from central government, LEP and Norfolk Strategic Fund to support business adaption, resilience and growth. • Provide support to businesses to minimise the impact of redundancies in the district, signposting to partner organisations for support where appropriate. • Work with the LEP to promote the redundancy ‘triage’ service for support to individuals who have been made redundant. • Advice is being provided by Environmental Health officers to businesses throughout the Borough • Working with the council’s occupiers of its commercial property portfolio to help to manage Covid-19 related cash flow issues, particularly in the hardest hit sectors such as retail, leisure and tourism • Maintain an on-going dialogue with large-scale investors in the town centre to identify opportunities for collaboration, or joint working, to help reinvigorate King’s Lynn town centre in-line with other initiatives such as Future High Street Fund, Town Deal and High Street Heritage Action Zone
<p>2.3 Ensure opportunities for funding to support economic recovery in West Norfolk are maximised. To include working closely with partner organisations, in particular the LEP and NCC, promoting and administering</p>	<ul style="list-style-type: none"> • Future High Street submission made in June – unlikely to hear before end of October 2020 • Town Investment Plan (TIP) and long and short list of proposals for financial package drafted, and subject to consultation with Town Deal Board, Cabinet, and wider identified stakeholders. To be submitted end of October, Heads of

<p>grant schemes and engaging with national consultations with an economical and financial impact on growth across the Borough.</p>	<p>Agreement with Government anticipated by end of December.</p> <ul style="list-style-type: none"> • Submitted Accelerated Town Fund proposals (School of Nursing and Public Realm package) in August. Notified that these bids were successful in September 2020. • Worked with LEP to provide details of projects to align with the Norfolk Investment Plan, Norfolk Infrastructure Plan – and liaising closely with LEP on commissioning a demand analysis for a collaboration and innovation centre • Have paid out over £39m of business grants (August 2020) to local businesses • Discretionary Grant Scheme Phase 1 and Phase 2 developed and implemented resulting in payment of circa £800k to businesses. Scheme now closed with final payment date of 30 September confirmed by Government • Business rates relief has been applied to all relevant businesses in accordance with Government guidance (need figure)
<p>2.4 Develop a new strategy to respond to 'Everyone In' initiative, increasing the supply of suitable housing in appropriate locations</p>	<ul style="list-style-type: none"> • Planning permission submitted for Reid Way - delivery of 7 new modular homes to directly support Next Steps accommodation programme (that follows Everyone in)- planned delivery on site January 2021. • New Norfolk wide partnership formed for coordinating housing related support recognising the value of support in preventing homelessness. • Agreed arrangements for operating the Winter Night shelter in a covid-safe way • Identifying some opportunities for conversion of redundant town centre retail to residential using external funding. • Identifying a number of council-owned sites that may be suitable for the delivery of housing units and bringing them through the initial phases of development by undertaking site investigations and planning enquiries/permissions to de-risk these sites.

Key Priority:

3 Protecting and enhancing the environment including tackling climate change

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Action	Progress to date and milestones/projects/planned opportunities
<p>3.1 Ensure that the Council’s commitment to its carbon reduction strategy remains a high priority during the COVID19 recovery phase. Ensure the impact of COVID19 is reviewed to identify any impacts on existing plans to address carbon reduction, revising actions and timescales as appropriate.</p>	<ul style="list-style-type: none"> • Encourage Active travel for customers and staff • Investigate cycle to work scheme to encourage active travel for staff • Encourage meetings through Teams / Zoom to reduce vehicle travel wherever appropriate • Review policies in the Local Plan to promote sustainable development • ‘Local Cycling & Walking Infrastructure Plan’ for King’s Lynn has been commissioned and work is underway – with expected completion October/November • Work with NCC to identify areas for improvements to cycling infrastructure under the phase 2 emergency funding • Supporting services with developing digital solutions – cashless payment facilities, online applications, development of customer digital experience to reduce travel for our customers • The Council’s climate change policy went to Cabinet on 22 September.
<p>3.2 Ensure the Refit project is completed with measurement processes in place to confirm savings.</p>	<ul style="list-style-type: none"> • Develop phase 2 of the Refit programme to determine additional opportunities available to the Council
<p>3.3 Work with partners and the community to improve our natural environment.</p>	<ul style="list-style-type: none"> • Continuing to attend interest groups such as the XXX and XXXXX

3.4 Ensure that the impact of COVID19 on waste and recycling activities within the Borough are reviewed and that food waste collection is returned to normal in an effective manner. Take steps to ensure that COVID19 does not impact on the transfer to the new Waste and Recycling contract in April 2021 and ensure that any learning from the pandemic is fed into the arrangements for the new contract.

- Progress the transfer of the current Waste and Recycling contract to a new contractor at the end of the current financial year. This work is on-going.
- Explore options for reintroduction of food waste collection as soon as it is practically safe to do so. Vehicles for the new fleet due 01/04/2021 have been ordered, these included food pods similar to those on the current fleet.
- Provide an effective communication strategy to promote the reintroduction of a food waste service when the service is reintroduced.

Key Priority:

4 Improving Social Mobility and Inclusion

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Action	Progress to date and milestones/projects/planned opportunities
<p>4.1 Ensure that our vulnerable residents have access to advice, information and services which will enable them to maximise the opportunities and support available to them. In particular ensure the provision of sufficient resources to respond to the needs of residents in the event of a second wave of COVID19 or a local lockdown</p>	<ul style="list-style-type: none"> • Promote, maintain and expand the LILY database and service • Provide sufficient resources to the LILY team to ensure the additional burdens of managing the support to the vulnerable is achievable. • Be an active voice within Norfolk – supporting and promoting the Norfolk Vulnerability Hub • Support the Voluntary Sector and mutual aid groups to improve their capacity • Provide advice and information to our residents, businesses and visitors • Working with the Department of Work and Pensions [Job Centre] for their operations, and service delivery, within King’s Court and examining the scope to offer an extended service and public accessibility to help with potential employment issues arising from Covid-19 •
<p>4.2 Ensure that action is taken to respond to new opportunities/funding arising from COVID19 to address homelessness, meet housing needs, improve housing conditions and ensure homes are accessible.</p>	<ul style="list-style-type: none"> • Submitted a bid for circa £1m under the MHCLG Next Steps Accommodation programme to provide 10 move on flats (already completed to be transferred to a housing association under a lease arrangement with associated support capacity) and 6 units of ‘housing first’ (commitment for a housing association to acquire 6 separate units of accommodation over the next 6 months) with significant • Secured with Norfolk County Council funding from MHCLG to provide services to homeless people with no recourse to public funds • Evaluating proposals formulated by NCC for a support service (with local delivery arrangements) that includes accessing ‘Life Chances Funding’ (DCMS)
<p>4.3 Ensure the Council participates in initiatives arising from the COVID19 pandemic which support the development of skills in and pathways</p>	<ul style="list-style-type: none"> • Work in partnership with NCC to support the delivery of the ‘Youth Pledge’ • Develop skills initiatives in the Town Investment Plan to reflect the local skills needs of businesses and provide future career opportunities for local people. • Work with local stakeholder and businesses to ensure that “Kickstart”

to work for local people	placements are available to you people across the Borough.
4.4 Ensure that opportunities and funding for the provision of new/additional apprenticeships are maximised, both by the Council as an employer and by supporting local businesses to maximise use of apprenticeship schemes.	<ul style="list-style-type: none"> • Monitoring of opportunities for the Council (as an employer) to access funding for apprenticeships is ongoing
4.5 Review and re-prioritise/re-focus the Council's improving educational attainment programme in light of the impact of COVID19 on primary and secondary schools, supporting our local schools to respond to the challenges of delivering a high quality education to young people in the Borough.	<ul style="list-style-type: none"> • A plan to re-engage with schools with a view to establishing priority areas for projects which will support new priorities for schools is being developed. • Projects are likely to support activities to bridge the gap in learning since lockdown to help ensure children achieve required standards will be a priority in the first instance.

Key Priority:

5 Creating and maintaining good quality places that make a positive difference to people’s lives

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Action	Progress to date and milestones/projects/planned opportunities
<p>5.1 Identify and prioritise areas (including town centres and resorts) that should be kept clean and litter free to help build confidence for residents and visitors wishing to use these areas.</p>	<ul style="list-style-type: none"> • Staff have been re-tasked to prioritise keeping town centres and resorts looking clean and litter free to help build confidence for people wishing to visit these areas. Additionally funding secured to continue this which, due to value, is to be tendered. • Grant funding to provide deploy innovative ‘compacting’ refuse binds for higher footfall areas within the town centres and resort areas has been secured. This will provide circa 10 units to priority areas ideally linking to the NCC LoraWan network for reporting. These are about to be tendered, with installation likely for January. • Improve the information to visitors both static and dynamic to aide safe decision making especially in high footfall areas. Digital signage is being procured and static signage has being produced and is being updated as needed by changes in ‘situation’. • Bring forward innovative solutions to encourage more responsible waste disposal and collection and reduce the littering in the resort and beauty spot areas – this has stalled due to issues with NCC and the fixing of signs to their lampposts etc, discussions are on-going.
<p>5.2 Develop dynamic and responsible systems for receiving feedback and complaints about littering and fly tipping.</p>	<ul style="list-style-type: none"> • Develop a more dynamic and responsive system for receiving feedback and complaints of littering and/or fly-tipping along with operational issues. – this will be looked at later this financial year as not a priority as existing systems fulfil most urgent need. • Actively investigate and where appropriate prosecute offenders for fly tipping

	and/or dog fouling
5.3 Instil a greater priority of 'first impressions' be it vehicles, uniforms or social interaction with service users amongst front line staff.	<ul style="list-style-type: none"> Actively updating and maintaining uniform as opportunities present. Not able to prioritise as current management resource demand exceeds capability.
5.4 Ensure public realm assets which have an impact on residents and visitors first impression are appropriately maintained and that any improvements required to add value to the customer experience and comply with social distancing requirements are identified and progressed,	<ul style="list-style-type: none"> Actively invest time in maintaining public realm assets to reduce creeping degradation and improve the overall first impression. A condition survey has been completed for Hunstanton and is ongoing for King's Lynn with a view to creating a prioritised list of works and areas for attention. Review aging toilet facilities and prioritise projects that add value to the customer experience and comply with the revised social distancing objectives – this work is scheduled for end of season. Consider working with partners/private sector to bring forward revised facilities benefiting the local communities. (Heacham – South Beach Toilets), discussions with the car park at Heacham are on-going.

Key Priority:

6 Helping to improve the health and wellbeing of our communities

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Action	Progress to date and milestones/projects/planned opportunities
<p>6.1 Work with partners, in particular the County Council, the CCG and the NHS, to understand local data and potential links between Covid-19 and social inequality and to support existing and new health and wellbeing initiatives.</p>	<ul style="list-style-type: none"> • The West Norfolk Local Delivery Group’s first meeting since March 2020 has set the issue of Inequality as its first and paramount objective. The NHS will lead partners in initially understanding the data for Covid death and infections in order to address the root causes . For example initial indicators show diabetes as a high risk factor. Actions will follow • The Norfolk Vulnerability Hub has been set up as a database of vulnerable residents within Norfolk. This database initially to deal with the crisis is now being expanded to hold wider details with all agencies contributing data in secure manner.
<p>6.2 Work with Alive West Norfolk to develop an outdoor activity offer within the Borough, to include Boot Camps, Yoga/Pilates/Tai Chi, Running Clubs and Walking Groups</p>	<ul style="list-style-type: none"> • AWN – Community Development plan being established
<p>6.3 Develop and implement hardship grant to target local support to the most vulnerable individuals in our communities and process applications for financial support such as Universal Credit and Council Tax Support claims promptly to alleviate financial hardship faced by individuals across the Borough.</p>	<ul style="list-style-type: none"> • CTS Hardship Fund Round 1 distributed an additional £150 CTS to individuals in May 2020 – total awarded to date is nearly £400k • Remaining CTS Hardship Fund to be distributed as impact of furlough ending becomes clearer throughout the remainder of the year • CTS claims being processed in an average of 10 days meaning help is promptly given to those in need
<p>6.4 Provide support for the Voluntary Sector to recover from the impacts of Covid-19 on their operations and to</p>	<ul style="list-style-type: none"> • Continue to support Community Action Norfolk and other umbrella groups via SLAs and other joint agreements • Look for joint funding bids with voluntary partners

<p>harness the support demonstrated by the public during the response to the pandemic into support for vulnerable people within communities on an ongoing basis.</p>	<ul style="list-style-type: none"> • Continue to utilise voluntary support via the LILY service • Continue to support the King's Lynn Food Bank by providing premises from the council's commercial property portfolio to help maintain support for vulnerable residents
<p>6.5 Support and actively engage with the Norfolk Vulnerability Hub and build on the success of the LILY model during the response phase to support those in need during recovery, ensuring that resources are in place to provide advice and information to vulnerable residents.</p>	<ul style="list-style-type: none"> • Increase the scope of the LILY service via the website and other media • Maintain staffing levels within the LILY team to meet the extraordinary demands of supporting the vulnerable through the recovery period • Within Norfolk, with other statutory and voluntary sectors partners, develop the NVH. Work underway to increase the scope and depth of the Hub database. • Work with partners to identify and support the vulnerable. Use data to pinpoint risk area and groups.

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
Special Meeting 26 October 2020						
	Town Deal Plan	key	Cabinet	Business Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
123	High Street - Heritage Action Zone	key	Cabinet	Business Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
17 November 2020						
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir Property & Projects – M Henry		Public

	Major Housing Project 2	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Salters Road, King's Lynn	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
124	Lynnsport one	Key	Council	Project Delivery Asst Dir Companies & Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Parkway	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under

						para 3 – information relating to the business affairs of any person (including the authority)
	Statement of Licensing Policy		Council	Commercial Services Assistant Director Environment and Planning		
	Strategic Property Acquisition	Key	Cabinet	Business Development Asst Dir Property & Projects – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
125	Careline Alarms Contract	Key	Cabinet	Housing Asst Dir Community & Partnerships		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Covid 19 – Recovery Plan	Key	Council	Leader Asst to C Ex		Public
	Care and Repair Contractors Framework for aid and adaptations work	Key	Cabinet	Leader Central Services		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Food Waste Collection	Key	Council	Leader Asst Dir Operations and Commercial		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 January 2021						
	The Audit Committee Effectiveness report	Non	Cabinet	Leader Asst Dir Resources		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 February 2021						
	Budget	Key	Council	Leader Asst Director Resources		Public

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2020/2021

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
3 June 2020	Procurement Awareness	Update	T Hague	To provide an update.
3 June 2020	Cabinet Report: Proposed virtual meeting SO amendments	Cabinet	A Baker	
3 June 2020	Q3 2019/2020 Corporate Performance Monitoring Report	Monitoring	H Howell	To review the report and in particular the Action Report. Members are also asked to agree the actions outlined in the Action Report.
22 July 2020	Update on the Refit Project	Update	N Gromett	To receive an update on the Refit project.
22 July 2020	Planning Sifting Panel – Post Implementation Update	Update	S Ashworth	To receive a post implementation update.
22 July 2020	Full Year 2019/2020 Corporate Performance Monitoring Report	Monitoring	H Howell	
22 July 2020	2015/2020 Corporate Business Plan Report	Monitoring	H Howell	
22 July 2020	<u>Exempt Cabinet Report:</u> KLIC Loan Settlement Agreement	Cabinet	M Henry	

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Agenda Item 12

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
2 September 2020	Lily		J Berry	The Panel to receive a presentation on all aspects of fund, use by public, personnel and in particular its role during the pandemic.
2 September 2020	Review of Election Process	Review	A Barrett	The Panel to receive an overview of the Borough Council's Election Process
2 September 2020	Freedom of the Borough		S Winter	Referred from Full Council
2 September 2020	Cabinet Report: Review of Standing Orders	Cabinet	A Baker	The Panel to consider the Cabinet Report and make any recommendations.
2 September 2020	Cabinet Report: Scrutiny and the Executive Protocol	Cabinet	A Baker	The Panel to consider the Cabinet Report and make any recommendations.
2 September 2020	Exempt Report: Hunstanton Sailing Club (Prior to receiving the update, the Panel to determine if the item should be discussed as an exempt report)	Annual Update	Councillor C Rose	The Panel to receive a report from the Borough Council's Representative (Councillor C Rose).
2 September 2020	Exempt: Cabinet Report: KLIC Settlement Agreement and Repayment Plan	Cabinet	M Henry	The Panel to consider the Cabinet Report and make any recommendations.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
7 October 2020	Call In: Cabinet Report, Review of Standing Orders and Articles	Call In	A Baker	The item was called in following the Cabinet meeting on 22 September 2020.
7 October 2020	Request from Councillor Morley re Performance Indicators	Request from Councillor		The Panel to consider the request from Councillor Morley.
7 October 2020	Climate Change Impact assessed against new Policies i.e. Carbon Impact Assessment Form	Request from Councillor	D Robson	Request from the Chair to be discussed at a Panel meeting.
7 October 2020	The Borough Council's Recovery Plan	Update	D Gates/ G Hall	The Borough Council's Recovery Plan will be presented to the Panel.
7 October 2020	Formal Complaints against the Borough Council 1 April 2019 – 31 March 2020 The number of compliments received also to be reported.	Annual	Assistant to the Chief Executive	For information only.
7 October 2020	Employment Monitoring Figures – Annual Report	Annual	B Box	For information only
7 October 2020	Exempt Item: The Borough Council's Engagement with Partners	Update	D Hall	To provide an overview of the Borough Council's engagement with Partners

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
11 November 2020	Knights Hill Planning Appeal		G Hall/ S Ashworth	The Panel to receive a report detailing its history, costing, etc, the how and why.
11 November 2020	Annual Communications Update	Annual Update	S Clifton J Hillard A Howell	To provide the Panel with an annual update.
11 November 2020	Procurement Strategy		T Hague	The Borough Council's Procurement Strategy will be presented to the Panel.
11 November 2020	Update on the Council's Recovery Plan	Update	H Howell	Progress would be provided at each Panel meeting during 2020/2021.
11 November 2020	Post Evaluation: H & M	Post Evaluation	M Henry	
11 November 2020	Council Tax Support Scheme 2021/2022		J Stanton	The Panel to consider the final scheme.
11 November 2020	Annual Sickness Monitoring Report	Annual	B Box	For information only

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
6 January 2021	IT – the challenges presented by COVID and how they were met		R Godfrey	
6 January 2021	Update on the Council's Recovery Plan	Update	H Howell	Progress would be provided at each Panel meeting during 2020/21.
6 January 2021	Exempt: KLIC Settlement Agreement and Repayment Plan	Quarterly Update	M Henry	Agreed on 2 September 2020 the Panel would receive quarterly updates.
17 February 2021	Presentation on Improving Attainment in West Norfolk	Annual Update	B Box	To provide an update on the Improving Attainment in West Norfolk.
17 February 2021	Update on the Council's Recovery Plan	Update	H Howell	Progress would be provided at each Panel meeting during 2020/21.
17 February 2021	Projects under Portfolio Holder for Project Delivery – how the projects have been affected by COVID in terms of costings, timings, etc.		Relevant Officers	
31 March 2021	Update on the Council's Recovery Plan	Update	H Howell	Progress would be provided at each Panel meeting during 2020/21.
31 March 2021	Persistent and Vexatious Customers			

Forthcoming items to be programmed

- Nominations to Outside Bodies and Partnerships – Hunstanton Sailing Club Sub-Committee (to be made following Annual Council).
- Town Hall Bar Proposal – N Gromett/M Chisholm will advise of date.
- Quarterly Update report – KLIC Settlement Agreement and Repayment Plan – M Henry
- Report from the Informal Working Group on the Freedom of the Borough
- Recording of Meetings (to be considered as part of the hybrid) date to be advised

Post Evaluation Review of Projects

- Cinema, Corn Exchange

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	<i>Corporate Performance Panel</i>		
DATE:	7 October 2020		
TITLE:	Complaints against the Borough Council of King's Lynn and West Norfolk 1 April 2019 – 31 March 2020		
TYPE OF REPORT:	<i>For information</i>		
PORTFOLIO(S):	Cllr Brian Long		
REPORT AUTHOR:	Honor Howell – Assistant to the Chief Executive		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

SUMMARY:

This report is produced on an annual basis for the period 1 April 2019 to 31 March 2020 and sets out the breakdown of MP Enquiries, Corporate and Ombudsman complaints and details on compliments received from members of the public. It is presented to Members for information only.

ANALYSIS:

MP Enquiries

In total, 82 MP Enquiries were dealt with during 2019/20, compared with 119 during the previous year. These were broken down by service area with Leisure (8), Planning (14), Central Services (6) and Chief Executive (54). MP's are often contacted by their constituents for help and advice on a range of local issues or individual problems with a service delivered by the council. These are then passed to the relevant Assistant Director or Service Head for a response.

Corporate Complaints

23 Corporate Complaints were received during 2019/20, compared with 46 during the previous year. Of these complaints during 2019/20, 5 were considered to be justified and 2 were partly justified at stage 1 of the complaints process.

Of the 23 Corporate Complaints which were received, 5 went to an Appeal to the Chief Executive (Stage 2) and out of the 5 complaints, 0 were considered to be justified and 0 partly justified.

A breakdown of the complaints received and the service area they relate to is attached at **Appendix A**.

The complaints relating to Finance include those made in respect of Revenues and Benefits. Some areas already have well established statutory processes for appeals on decisions e.g. Planning and Housing Benefits and these are not classed as corporate complaints unless the complaint is in respect of something the council or a member of staff has done. Complaints about decisions are directed via the usual appeals process.

Ombudsman Complaints

In total, 7 complaints were received by the Local Government and Social Care Ombudsman, and out of these, 0% of complaints that were investigated were upheld.

Attached at **Appendix B** is the brief Ombudsman Annual Report 2019/20 for information. Of these 7 complaints, 0 were upheld. Again, the Ombudsman will usually only investigate certain complaints in respect of **process**. For example, a complaint about a planning decision will only be investigated if a process has not been correctly followed, not about the decision made as planning is so subjective.

Compliments

Whilst we receive complaints about a range of issues, we also receive compliments from customers, visitors and businesses expressing their gratitude and thanks for the service they received. This information is captured and published in the staff monthly magazine 'Internal Affairs' to share good feedback with colleagues and to acknowledge the service provided by that individual/team.

For the year 2019/2020, we received 79 compliments from our customers. Council Members will note that the number of compliments received exceed the number of complaints by a considerable amount.

OPTIONS CONSIDERED:

N/A

RECOMMENDATIONS:

There are no recommendations; it is an annual report for Members to note.

REASONS FOR RECOMMENDATIONS

N/A

Appendix A

Corporate Complaints 2019/2020

Month	Total Received 2018-2019	Total Received 2019-2020	Leisure	Parking	Property	Planning	Licensing	Central Services	Housing	Finance	Cumulative Total
Apr	7	4				1			1	2	4
May	1	4				1	1		1	1	8
Jun	4	1								1	9
July	1	5	2							3	14
Aug	6	2				2					16
Sept	1	0									16
Oct	4	2						1		1	18
Nov	4	1			1						19
Dec	1	2		1		1			1		21
Jan	2	1									22
Feb	11	1								1	23
Mar	4	0									23
Total	46	23	2	1	1	5	1	1	3	9	23

22 July 2020

By email

Ms Gore
Chief Executive
King's Lynn & West Norfolk Council

Dear Ms Gore

Annual Review letter 2020

I write to you with our annual summary of statistics on the decisions made by the Local Government and Social Care Ombudsman about your authority for the year ending 31 March 2020. Given the exceptional pressures under which local authorities have been working over recent months, I thought carefully about whether it was still appropriate to send you this annual update. However, now, more than ever, I believe that it is essential that the public experience of local services is at the heart of our thinking. So, I hope that this feedback, which provides unique insight into the lived experience of your Council's services, will be useful as you continue to deal with the current situation and plan for the future.

Complaint statistics

This year, we continue to place our focus on the outcomes of complaints and what can be learned from them. We want to provide you with the most insightful information we can and have made several changes over recent years to improve the data we capture and report. We focus our statistics on these three key areas:

Complaints upheld - We uphold complaints when we find some form of fault in an authority's actions, including where the authority accepted fault before we investigated. A focus on how often things go wrong, rather than simple volumes of complaints provides a clearer indicator of performance.

Compliance with recommendations - We recommend ways for authorities to put things right when faults have caused injustice. Our recommendations try to put people back in the position they were before the fault and we monitor authorities to ensure they comply with our recommendations. Failure to comply with our recommendations is rare. An authority with a compliance rate below 100% should scrutinise those complaints where it failed to comply and identify any learning.

Satisfactory remedies provided by the authority - We want to encourage the early resolution of complaints and to credit authorities that have a positive and open approach to

resolving complaints. We recognise cases where an authority has taken steps to put things right before the complaint came to us. The authority upheld the complaint and we agreed with how it offered to put things right.

Finally, we compare the three key annual statistics for your authority with similar types of authorities to work out an average level of performance. We do this for County Councils, District Councils, Metropolitan Boroughs, Unitary Councils, and London Boroughs.

This data will be uploaded to our interactive map, [Your council's performance](#), along with a copy of this letter on 29 July 2020, and our Review of Local Government Complaints. For further information on how to interpret our statistics, please visit our [website](#).

Resources to help you get it right

There are a range of resources available that can support you to place the learning from complaints, about your authority and others, at the heart of your system of corporate governance. [Your council's performance](#) launched last year and puts our data and information about councils in one place. Again, the emphasis is on learning, not numbers. You can find the decisions we have made, public reports we have issued, and the service improvements your Council has agreed to make as a result of our investigations, as well as previous annual review letters.

I would encourage you to share the tool with colleagues and elected members; the information can provide valuable insights into service areas, early warning signs of problems and is a key source of information for governance, audit, risk and scrutiny functions.

Earlier this year, we held our link officer seminars in London, Bristol, Leeds and Birmingham. Attended by 178 delegates from 143 local authorities, we focused on maximising the impact of complaints, making sure the right person is involved with complaints at the right time, and how to overcome common challenges.

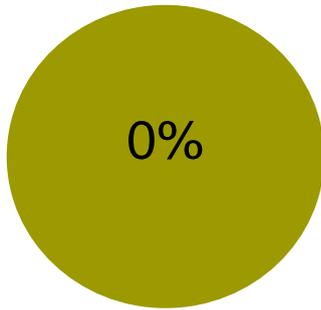
We have a well-established and successful training programme supporting local authorities and independent care providers to help improve local complaint handling. During the year, we delivered 118 courses, training more than 1,400 people. This is 47 more courses than we delivered last year and included more training to adult social care providers than ever before. To find out more visit www.lgo.org.uk/training.

Yours sincerely,



Michael King
Local Government and Social Care Ombudsman
Chair, Commission for Local Administration in England

Complaints upheld



0% of complaints we investigated were upheld.

This compares to an average of **45%** in similar authorities.

0
upheld decisions

Statistics are based on a total of 2 detailed investigations for the period between 1 April 2019 to 31 March 2020

Compliance with Ombudsman recommendations

No recommendations were due for compliance in this period

Satisfactory remedies provided by the authority

The Ombudsman did not uphold any detailed investigations during this period

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

Annual Employment Monitoring 2019/20

Background

The Council has undertaken monitoring of its recruitment and selection procedures since 1996 and of its workforce since 2000, with findings reported to Elected Members and Senior Managers over this period. Over time the reports have taken various formats, as systems for collecting information have been improved, and as guidance and legislation regarding the monitoring that should be undertaken has been revised.

The information is compiled into the annual 'Employment Monitoring' report, which has a particular emphasis on meeting the requirements of relevant equalities legislation which was consolidated in the Equalities Act 2010. Guidance supporting the Equalities Act has reinforced the importance of public authorities monitoring and reporting their staff profile, particularly in relation to recruitment, promotion, training, pay, grievances and disciplinary action.

In addition, the Equality Act 2010 (Specific Duties) Regulations which came into force in September 2011 require public bodies to publish information to demonstrate their compliance with the general equality duty. This includes a requirement to monitor and publish information about their employees. The specific duties are not prescriptive about the information that needs to be published, but this must include information relating to people who share a relevant protected characteristic. The contents of this employment monitoring report therefore demonstrate the Council's compliance with this requirement.

The details of the monitoring exercise also provide evidence of the Council's progress against the employment related objectives it has set, which include ensuring opportunities for promotion and training are available to all employees.

Details of the monitoring undertaken can be found summarised in Appendix 1, which is organised into sections as follows:

- i. The Council's workforce profile (section 1)
- ii. Recruitment activity (section 2)
- iii. Applications for promotion (section 3)
- iv. Training and development activities (section 4)
- v. The number of employees refused training (section 5)
- vi. The impact of performance assessments (section 6)
- vii. Grievance procedures (section 7)
- viii. Disciplinary procedures (section 8)
- ix. Employees leaving the Council's employment (section 9)
- x. Employees experiencing at least one period of sickness absence in the year (section 10)

Where possible, information for the most recent year, plus the five previous years, has been included.

NB. In considering the report it should be noted that the information contained within Appendix 1 relate only to those employees directly employed by the Council (i.e. the information excludes the employees of Alive West Norfolk since the leisure service was TUPE'd out in September 2014).

When reviewing the 2017/18 Monitoring Report, members of the Corporate Performance Panel requested that additional monitoring in relation to age be included in future reports. Therefore throughout the information provided in Appendix 1 age was added where the data had been collected and monitored for the first time in 2018/19. Unfortunately we were unable to provide the age monitoring information for training or sickness. For 2019/20 we have been able to add this information for training and sickness and for future years it will therefore be possible to compare age related information for all categories.

Summary of Monitoring Results

i. The Council's Workforce Profile

The Council's workforce profile for the 2019/20 year has remained broadly the same as the past five years. When reviewing the Council's workforce profile a useful comparison is the relevant information on the population of West Norfolk, as compiled via the 2011 Census. This shows that the population within the Council is broadly comparable with the population of West Norfolk as a whole:

	Council Workforce 2019/20	Council Workforce 2018/19	2011 Census
White	95.48%	96.17%	97.2%
Other Ethnic Group	1.38%	1.01%	2.8%
Undefined	3.14%	2.82%	0%

	Council Workforce 2019/20	Council Workforce 2018/19	2011 Census
Female	53.64%	53.63%	51%
Male	46.36%	46.37%	49%

ii. Recruitment Activity

The figures shown in section 2 of Appendix 1 highlight that the number of job applications received within the last year has only slightly increased. Overall the number of applications received has remained broadly the same for the as three years.

It is interesting to monitor the number of application received per vacancy in each of these years as shown below.

Year	Number of adverts placed	Average number of applications per vacancy
2016/17	127	10.48
2017/18	207	10.11
2018/19	147	16.64
2019/20	139	17.87

However, it should be noted that these figures are an average – there are some specialist vacancies where we receive (as expected) very low number of applicants.

iii. Applications for Promotion

During 2019/20 the Council figures show a broadly similar level of internal recruitment as in previous years. The Council continues to offer a range of vacancies to existing employees on an “internal only” basis, taking this approach to recruitment in circumstances where it is felt employees with suitable skills are already employed within the organisation. In addition, all employees can of course apply for those positions advertised on a wider basis.

iv. Training and Development Activities

The monitoring information shows that during 2019/20 the number of employees receiving training remained high. This includes employees receiving training from rolling out of various training programmes and e-learning packages which had a relevance to a broad range of employees.

v. The Number of Employees Refused Training

During 2019/20 there were no employees who were refused training, the same response as returned in 2018/19, 2017/18, 2015/16 and 2016/17.

vi. The Impact of Performance Assessments

Following the trial of the revisions to the Council’s performance management scheme during 2017/18, the scheme has been updated from 2018/19. Previously the scheme assessed employees against definitions of ‘exceeded’, ‘met’ or ‘partially met’. For the 2017/18 appraisal year onwards the assessment definitions have been revised to ‘exceeded’, ‘achieved with merit’ ‘achieved’ or ‘partially met’. The aim of the revisions were to provide employees who more than met their targets, but not enough to gain an overall rating of exceeded, the ability to gain recognition for their performance during the year. The results from the 2019/20, 2018/19 and 2017/18 appraisal year are reported in appendix 1. This information is shown as the number of staff achieving each grade.

vii. Grievance Procedures

During 2019/20, 2018/19 and 2016/17 there were no grievances, and in all other previous years the number of cases was very low.

viii. Disciplinary Procedures

The number of disciplinary cases progressed during the 2019/20 has increased in comparison to the previous years.

ix. Employees Leaving the Council's Employment

The total number of employees leaving the Council's employment in 2019/20 is slightly lower than in previous years turnover, but remains consistent with other years in terms of the even spread between male and female, and the level of leavers from other ethnic group or with a disability.

x. Sickness Absence

The figures for 2019/20 are back to broadly the same as previous years with 2018/19 showing a slight fall in the number of sickness absence, when compared to the other years, with no areas of concern to report.

Employment Monitoring Information – 2019/20

1. The Number Of Employees In Post (Permanent, Fixed Term and Temporary Employees)

a. By Ethnic Origin

	% of Workforce*					
	2020	2019	2018	2017	2016	2015
White	95.48	96.17	96.40	96.78	96.01	96.32
Other Ethnic Group	1.38	1.01	1.00	0.80	1.20	1.55
Undefined#	3.14	2.82	2.60	2.41	2.79	2.13

Undefined relates to those employees for whom data has not been collected

b. By Disability

	% of Workforce*					
	2020	2019	2018	2017	2016	2015
Employees with a Disability	4.72	5.04	4.60	4.63	4.78	4.46

c. By Gender

	% of Workforce*					
	2020	2019	2018	2017	2016	2015
Female	53.64	53.63	53.60	54.12	54.38	54.26
Male	46.36	46.37	46.40	45.88	45.62	45.74

d. By Age

	% of Workforce*					
	2020	2019	2018	2017	2016	2015
25 and under	6.29	4.64				
26-44	33.20	34.88				
45 +	60.51	60.48				

* NB. Figures based on permanent, fixed term and temporary employees at 1st April each year

2. The Number Of Applicants For Employment

2.1 Applicants for Employment

a. By Ethnic Origin

Year		2019/20	2018/19	2017/2018	2016/2017	2015/16	2014/15
Number of Applicants	White	2406 (96.78%)	2389 (97.67%)	2027 (96.85%)	1301 (97.75%)	1694 (95.81%)	2469 (96.82%)
	Other ethnic groups	79 (3.17%)	57 (2.33%)	66 (3.15%)	30 (2.25%)	74 (4.19%)	81 (3.18%)

b. By Disability

Year	2019/20	2018/19	2017/2018	2016/17	2015/16	2014/15
No of applicants with a disability	182 (7.19%)	123 (5.03%)	131 (6.26%)	94 (7.06%)	99 (5.60%)	146 (5.73%)

c. By Gender

Year		2019/20	2018/19	2017/2018	2016/17	2015/16	2014/15
Number of Applicants	Female	1388 (54.01%)	1183 (48.36%)	998 (47.68%)	598 (44.93%)	783 (44.29%)	1429 (56.04%)
	Male	1182 (45.99%)	1263 (51.64%)	1095 (52.32%)	733 (55.07%)	985 (55.71%)	1121 (43.96%)

d. By Age

Year		2019/20	2018/19	2017/2018	2016/17	2015/16	2014/15
Number of Applicants	25 and under	701 (27.70%)	643 (26.29%)				
	26-44	914 (36.11%)	985 (40.27%)				
	45 +	916 (36.19%)	785 (32.09%)				

2.2. Applicants Shortlisted For Employment

a. By Ethnic Origin

Year		2019/20	2018/19	2017/2018	2016/17	2015/16	2014/15
Number of Applicants shortlisted	White	1035 (43.02%)	1029 (43.07%)	762 (37.59%)	432 (33.20%)	357 (21.07%)	311 (12.6%)
	Other ethnic groups	27 (34.18%)	30 (52.63%)	14 (21.21%)	7 (23.33%)	6 (8.11%)	7 (8.64%)

b. By Disability

Year	2019/20	2018/19	2017/2018	2016/17	2015/16	2014/15
No of applicants with a disability shortlisted	65 (35.71%)	51 (41.46%)	51 (38.93%)	28 (43.75%)	19 (19.19%)	16 (10.96%)

c. By Gender

Year		2019/20	2018/2019	2017/2018	2016/17	2015/16	2014/15
Number of Applicants shortlisted	Female	535 (38.54%)	361 (30.52%)	316 (31.66%)	169 (28.26%)	148 (18.90%)	158 (11.06%)
	Male	547 (46.28%)	698 (55.26%)	460 (42.01%)	270 (36.83%)	215 (21.83%)	161 (14.36%)

d. By Age

Year		2018/19	2017/2018	2016/17	2015/16	2014/15
Number of Applicants	25 and under	237 (33.81%)	225 (34.99%)			
	26-44	388 (42.45%)	450 (45.69%)			
	45 +	445 (48.58%)	370 (47.14%)			

2.3 Shortlisted Applicants Appointed

a. By Ethnic Origin

Year		2019/20	2018/2019	2017/2018	2016/17	2015/16	2014/15
Number of shortlisted Applicants appointed	White	204 (19.71%)	227 (22.06%)	102 (13.39%)	83 (19.21%)	99 (27.73%)	93 (29.9%)
	Other ethnic groups	3 (11.11%)	1 (3.33%)	2 (14.29%)	0 (0%)	2 (33.33%)	3 (42.86%)

b. By Disability

Year	2019/20	2018/2019	2017/2018	2016/17	2015/16	2014/15
No of shortlisted applicants with a disability appointed	8 (12.31%)	7 (13.73%)	5 (9.80%)	2 (7.14%)	4 (21.05%)	3 (18.75%)

c. By Gender

Year		2019/20	2018/2019	2017/2018	2016/17	2015/16	2014/15
Number of shortlisted Applicants appointed	Female	76 (14.21%)	57 (15.79%)	44 (13.92%)	31 (18.34%)	36 (24.32%)	29 (18.35%)
	Male	133 (24.31%)	171 (24.49%)	60 (13.04%)	52 (19.26%)	65 (30.23%)	67 (41.61%)

d. By Age

Year		2019/20	2018/19	2017/2018	2016/17	2015/16	2014/15
Number of Applicants	25 and under	53 (22.36%)	30 (13.33%)				
	26-44	59 (15.21%)	84 (18.66%)				
	45 +	96 (21.57%)	111 (30%)				

The Number Of Applicants For Promotion

a. By Ethnic Origin

Year	Ethnic Group	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
2019/20	White	62	46 (74.19%)	22 (47.83%)
	Other Ethnic Group	1	0	0
	Undefined	0	0	0
2018/19	White	59	52 (88%)	28 (54%)
	Other Ethnic Group	0	0	0
	Undefined	0	0	0
2017/18	White	85	68 (80%)	30 (44%)
	Other Ethnic Group	2	2 (100%)	1 (50%)
	Undefined	0	0	0
2016/17	White	63	46 (73%)	21 (46%)
	Other Ethnic Group	0	0	0
	Undefined	0	0	0
2015/16	White	67	52 (77.61%)	23 (44.23%)
	Other Ethnic Group	0	0 (0%)	0 (0%)
	Undefined	0	0	0
2014/15	White	82	78 (95%)	44 (56%)
	Other Ethnic Group	1	1 (100%)	1 (100%)
	Undefined	0	0	0

b. By Disability

Year	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
2019/20	4	3	0
2018/19	1	1	1
2017/18	3	2	1
2016/17	4	3	0
2015/16	0	0	0
2014/15	3	2	0

c. By Gender

Year	Gender	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
2019/20	Female	28	21 (75%)	10 (47.62%)
	Male	34	25 (73.53%)	12 (48%)
2018/19	Female	30	27 (90%)	13 (48.15%)
	Male	29	25 (86.21%)	15 (60%)
2017/18	Female	48	39 (81.25%)	15 (38.46%)
	Male	39	31 (79.49%)	16 (51.61%)
2016/17	Female	20	17 (85%)	8 (47%)
	Male	43	29 (67%)	13 (45%)
2015/16	Female	32	25 (78.13%)	8 (32%)
	Male	35	27 (77.14%)	15 (55.55%)
2014/15	Female	44	42 (95.45%)	22 (55.38%)
	Male	39	37 (94.87%)	23 (62.16%)

d. By Age

Year	Age Range	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
2019/20	25 and under	8	7 (87.5%)	2 (28.57%)
	26-44	28	18 (64.29%)	11 (61.11%)
	45 +	26	21 (80.77%)	9 (42.86%)
2018/19	25 and under	12	9 (75%)	4 (44.44%)
	26-44	30	19 (63.33%)	14 (73.68%)
	45 +	17	14 (82.35%)	9 (64.29%)

4. The Number Of Applicants For Training

a. By Ethnic Origin

	% of Staff per Group Receiving Training					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
White	89.91%	92.54 %	93.15%	84.82%	92.53%	93.76%
Other Ethnic Group	100%	100%	100%	100%	85.71%	100%
Undefined	100%	100%	100%	100%	100%	100%

b. By Disability

	% of Staff per Group Receiving Training					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Employees with a disability receiving training	95.8%	88%	82.61%	86.95%	79.17%	82%

c. By Gender

	% of Staff per Group Receiving Training					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Female	91.58%	89.47%	97.76%	86.25%	93.41%	91%
Male	88.98%	96.18%	89.22%	84.65%	92.58%	98%

d. By Age

	% of Staff per Group Receiving Training					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
25 and under	96.88%					
26-44	95.86%					
45 +	86.69%					

5. The Number Of Employees Receiving Training

During the 2013/14 year there was one request for training that was refused. In all other years there have been no instances where requests for developmental training have been refused.

6. The Number Of Employees Who Benefit Or Suffer Detriment As A Result Of Performance Assessment Procedures

a. By Ethnic Origin

2019/20	Performance Rating			
Ethnic Group	Exceeded	Achieved with Merit	Achieved	Partially Met
White	25	72	327	8
Other Ethnic Group	0	1	5	0
Undefined	1	2	11	0

2018/19	Performance Rating			
Ethnic Group	Exceeded	Achieved with Merit	Achieved	Partially Met
White	19	90	346	3
Other Ethnic Group	0	1	4	0
Undefined	0	0	0	1

2017/18	Performance Rating			
Ethnic Group	Exceeded	Achieved with Merit	Achieved	Partially Met
White	14	56	359	4
Other Ethnic Group	0	0	4	0
Undefined	0	4	7	0

2015/16	Performance Rating		
Ethnic Group	Exceeded	Met	Partially Met
White	47	387	7
Other Ethnic Group	0	4	0
Undefined	1	10	0

2015/16	Performance Rating		
Ethnic Group	Exceeded	Met	Partially Met
White	50	400	10
Other Ethnic Group	0	6	0
Undefined	1	13	0

2014/15	Performance Rating		
Ethnic Group	Exceeded	Met	Partially Met
White	47	394	12
Other Ethnic Group	0	5	0
Undefined	2	8	0

b. By Disability

Employees with a disability	Performance Rating			
	Exceeded	Achieved with merit	Achieved/Met	Partially Met
2019/20	2	3	18	0
2018/19	2	4	15	1
2017/18	1	1	19	1
2016/17	1	n/a	20	1
2015/16	0	n/a	20	4
2014/15	1	n/a	19	1

c. By Gender

Year	Gender	Performance Rating			
		Exceeded	Achieved with merit	Achieved/Met	Partially Met
2019/20	Female	19	44	178	2
	Male	7	31	165	6
2018/19	Female	10	47	182	1
	Male	9	43	163	2
2017/18	Female	7	29	210	0
	Male	7	31	160	4
2016/17	Female	26	n/a	221	2
	Male	22	n/a	180	5
2015/16	Female	31	n/a	225	5
	Male	20	n/a	419	5
2014/15	Female	33	n/a	219	8
	Male	16	n/a	188	4

d. By Age

2019/20	Performance Rating			
	Exceeded	Achieved with Merit	Achieved	Partially Met
25 and under	0	4	15	1
26-44	12	29	112	1
45+	14	42	216	6
2018/19	Performance Rating			
	Exceeded	Achieved with Merit	Achieved	Partially Met
25 and under	0	3	12	1
26-44	11	35	110	1
45+	8	52	224	1

7. The Number Of Staff Involved In Grievance Procedures

a. By Ethnic Origin

Ethnic Group	Number of Grievances					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
White	0	0	1	0	1	1
Other Ethnic Group	0	0	0	0	0	0
Undefined	0	0	0	0	0	0

b. By Disability

	Number of Grievances					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Cases involving employees with a disability	0	0	0	0	0	0

c. By Gender

	Number of Grievances					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Females	0	0	1	0	1	0
Males	0	0	0	0	0	1

There were no grievances in 2018/19 or 2019/20 to monitor for age.

8. The Number Of Staff Involved In Disciplinary Procedures

a. By Ethnic Origin

Ethnic Group	Number of Disciplinary Procedures					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
White	18	10	8	12	4	15
Other Ethnic Group	1	0	0	0	0	2
Undefined	0	0	0	0	0	0

b. By Disability

	Number of Disciplinary Procedures					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Cases of employees with a disability	0	0	1	0	0	0

c. By Gender

	Number of Disciplinary Procedures					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Females	4	1	1	4	2	5
Males	15	9	7	8	2	12

d. By Age

	Number of Disciplinary Procedures					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
25 and under	0	1				
26-44	5	1				
45+	14	8				

9. The Number Of Employees Who Cease To Be Employed By The Authority

a. By Ethnic Origin

Ethnic Group	Number of Leavers					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
White	42	54	59	53	52	49
Other Ethnic Group	0	0	1	2	2	3
Undefined	2	2	0	3	3	2

b. By Disability

	Number of Leavers					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Leavers with a disability	1	2	3	4	3	3

c. By Gender

	Number of Leavers					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Female	21	26	29	31	27	27
Male	23	30	31	27	30	27

d. By Age

	Number of Leavers					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
25 and under	1	1				
26-44	14	22				
45+	29	33				

10. The Number Of Employees Absent Due to Sickness

a. By Ethnic Origin

	% of Staff per Group Taking At Least One Period of Sickness Absence					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
White	66.05%	65.41%	69.50%	71.10%	71.58%	73.24%
Other Ethnic Group	42.86%	20%	40%	50%	87.5%	37.5%
Undefined	93.75%	71.43%	61.54%	91.6%	64.29%	63.64%

b. By Disability

	% of Staff per Group Taking At Least One Period of Sickness Absence					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Employees absent due to sickness with a disability	87.5%	68%	86.96%	73.91%	75%	82.61%

c. By Gender

	% of Staff per Group Taking At Least One Period of Sickness Absence					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Female	68.13%	69.55%	73.51%	77.69%%	79.49%	76.79%
Male	64.83%	60%	63.79%	64.04%%	62.88%	67.37%

d. By Age

	% of Staff per Group Taking At Least One Period of Sickness Absence					
	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
25 and under	78.12%					
26-44	70.41%					
45 +	63.31%					