

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CORPORATE PERFORMANCE PANEL

Minutes from the Meeting of the Corporate Performance Panel held on Wednesday, 6th January, 2021 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:

Councillors B Ayres, P Beal, J Collop, I Devereux, A Dickinson, C Hudson, H Humphrey, C Manning, J Moriarty (Chair), S Nash, C Rose and D Tyler

Portfolio Holders

Councillor R Blunt, Development
Councillor B Long, Leader

Under Standing Order 34:

Councillors M de Whalley, A Holmes, C Morley, J Rust and A Ryves

Officers:

Becky Box, Assistant Director, Central Services/Management Team Representative
Alex Fradley, Principal Planner (Policy)
Alan Gomm, Planning Policy Manager
Lorraine Gore, Chief Executive
Honor Howell, Assistant to the Chief Executive

CP188 **WELCOME AND INTRODUCTIONS**

The Chair informed the Panel that the meeting was being broadcast live on You Tube.

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

CP189 **APPOINTMENT OF VICE CHAIR**

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

CP190 **APOLOGIES**

There were no apologies for absence.

CP191 **MINUTES**

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The minutes of the Corporate Performance Panel held on 11 November 2020 were agreed as a correct record.

CP192 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CP193 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

CP194 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors M de Whalley, A Holmes, C Morley, J Rust and A Ryves were present under Standing Order 34.

CP195 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

CP196 **CALL-IN (IF ANY)**

There were no call-ins.

CP197 **UPDATE ON THE BOROUGH COUNCIL'S RECOVERY PLAN**

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The Assistant to the Chief Executive explained that the Recovery Plan for 2019 and the performance indicators were around the recovery strategy and advised that the Council was now not in a recovery position, but responding to the Covid which would impact on recovery as the resources were not available to dedicate to it.

CP198 **CORPORATE PERFORMANCE MONITORING REPORT**

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In presenting the report, the Assistant to the Chief Executive drew the Panel's attention to the key issues set out in the report. Indicators had been included to monitor key council services and impacts on borough wide issues. These indicators were linked to the Covid-19 Recovery Strategy and were grouped under the Corporate Business Plan's priorities. It was explained that performance indicators had been presented to Panels on a quarterly basis before Covid, but now being

reported on a monthly basis meant that the data was incomplete. The report today set out data up to October 2020. Quarter 3 data up to 31 December 2020 would be presented to the Panel at its next meeting on 17 February 2021.

The Assistant to the Chief Executive explained that the Council's response to Covid-19, resources may be redirected from recovery to focus on response activities and indicators that were heavily influenced by external factors and could deteriorate over coming months.

Officers present responded to questions in relation to:

- New performance indicators and comparative data not being available.
- 1.1 - average number of working days sickness absence per FTE employee relating to Covid.
- 2.4 - % of rent arrears on industrial estates.
- 2.5 - % of rent achievable on retail/general units.
- 5.4 - King's Lynn car park revenue.
- 5.5 - Heacham and Hunstanton car park revenue.

In response to a question from Councillor Beal on receiving a breakdown on the Heacham and Hunstanton car park revenue, the Assistant to the Chief Executive invited Councillor Beal to submit his request through the Members' Enquiry in box and she would ensure this was directed to the relevant officer to provide the information.

In response to questions raised relating to the council's fees and charges, the Chief Executive explained that the council would not recover the full loss of income because the government grant scheme had a 5% deductible amount which the council had to absorb and thereafter 75p in the £ for the relevant loss.

Councillor Ryves addressed the Panel under Standing Order 34 regarding meaningful and beneficial indicators to provide an understanding of the council's financial position.

In response to the comments made by Councillor Ryves, the Chair provided an overview of the discussion he had held with the Section 151 Officer on how finance key performance indicators could be presented to the Panel at each meeting, which would not involve officers undertaking additional work, to give Members a better understanding on the councils' financial position.

The Assistant to the Chief Executive explained that the performance indicators based on the priorities in the council's Corporate Business Plan, which had been agreed by the Panel and Cabinet had been developed to evidence that the council was achieving what was set out in the corporate business plan. The Performance Team was currently looking at developing a report on the state of the Borough, which would be presented to the Corporate Performance Panel on an annual basis.

It was noted that the budget would be presented to a Joint Panels meeting during January 2021.

The Chief Executive added that she supported the comments made by Councillor Ryves on budget monitoring and undertook to discuss with the Section 151 Officer as to how this information could be presented to the Panel.

In response to a question raised by the Chair on 2.8 – the number of new homes delivered and the definition of a new home, the Portfolio Holder for Development explained that a new home was complete when council tax could be collected.

Following a question on 6.4 – number of unique website visitors for Lily, the Assistant to the Chief Executive undertook to forward a response direct to the Chair.

Councillor Dickinson advised that at the last meeting of the Audit Committee it was agreed that it would receive regular budget monitoring reports and to avoid duplication any other monitoring could be presented to the Corporate Performance Panel.

Following questions from the Chair on the Disabled Facilities Grant, the Assistant to the Chief Executive explained that she would listen to the debate of the Environment and Community Panel and provide a response direct. The Assistant to the Chief Executive added that if the Panel wished to receive the information on the external factors relating to this grant that this could be included in future reports.

Under Standing Order 34, Councillor Morley SO34 addressed the Panel in relating to the Corporate Business Plan Priorities 1 and 3.

The Chair thanked the Assistant to the Chief Executive for presenting the report and all officers to responding to the questions raised.

RESOLVED: The Panel reviewed and noted the Council's performance indicators for the 2020/21 year. Performance against these indicators will continue to be reported to the Corporate Performance Panel via periodic updates.

CP199 **LOCAL PLAN TASK GROUP COMMUNICATION STRATEGY**

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The Planning Policy Manager presented the report and explained that the Borough Council was reaching a significant, advanced and formal stage in the Local Plan making process. The Local Plan review, which is intended to provide a policy framework for land use development for the period through to 2036, had been prepared, consulted upon and reviewed. The next stage was to publish the Plan for representations

to be made, it would then be submitted to the Secretary of State for independent examination. The pre-submission version of the Local Plan review is the one that the Borough Council wishes to adopt. Accordingly, before it can be published it required the agreement of the Local Plan Task Group, Regeneration Panel, Cabinet and Full Council.

The Panel was advised that there were regulations to adhere to with regards to this process, including publication and notification which would be complied with. However, Members believed that in order to raise the profile of the emerging Local Plan review, particularly with fellow Borough Councillors, town/parish councils and therefore local community members that the Borough Council should to above and beyond the minimum requirements set out in the regulations.

The report set out the process the Local Plan Review, a consideration of the content, what the regulations required, and a suite of recommendations were provided in order to meet Members aspirations.

The Panel's attention was drawn to the key issues set out in the report.

The Portfolio Holder – Development, Planning Policy Manager and Principal Planner (Policy) responded to questions in relation to proposed external communications and differences to previous communications undertaken. It was explained that an all Member briefing would be held to make Borough Councillors aware the process of the Local Plan Review to discuss with Parish and Town Councils and any statutory bodies in their area. A zoom meeting would be scheduled with Parish and Town Councils. Members could be provided with a printed version of the document. Post Council it was explained that extra time would be allowed for representations to be made. The Planning Policy Manager invited Member to forward any additional items for external communication in accordance with the Regulations.

Under Standing Order 34, Councillor Morley addressed the Panel.

The Portfolio Holder, Development advised that he would address the points made by Councillor Morley in relation to the benefits of the Local Plan to the Member Briefing and Zoom meeting with both Parish and Town Councils.

The Chair thanked officers for the informative report and the Portfolio Holder, Development for his contribution to the debate.

RESOLVED: The Panel endorsed the report and the suite of measures proposed to maximise exposure of the Local Plan review with members, town/parish councils, local communities and others.

CP200 **CABINET FORWARD DECISIONS LIST**

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The Chair invited the Panel to identify any items for consideration to be placed on the future work programme.

CP201 **PANEL WORK PROGRAMME**

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The Chair invited the Panel to forward any items for consideration for the future work programme.

The following item was identified by Councillor P Beal:

- Water and Trade Waste, Hunstanton Promenade.

CP202 **DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel will take place on 17 February 2021 at 3 pm in the Remote Meeting Room Zoom.

CP203 **EXCLUSION OF PRESS AND PUBLIC**

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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 Part 1 of Schedule 12A to the Act.

CP204 **EXEMPT REPORT: KLIC SETTLEMENT AGREEMENT AND REPAYMENT PLAN**

The Assistant Director Property and Projects presented the exempt report and responded to questions and comments from the Panel.

The Leader thanked the Assistant Director and his team for the work involved with regard to the Settlement Agreement and Repayment Plan.

The meeting closed at 4.26 pm