

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



Corporate Performance Panel

Agenda

**Monday, 13th November, 2023
at 4.30 pm**

in the

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

Also available to view on:

<https://www.youtube.com/user/WestNorfolkBC>



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3 November 2023

Dear Member

Corporate Performance Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 13th November, 2023 at 4.30 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 6 - 24)

To approve the minutes from the Corporate Performance Panel held on 16 October 2023.

3. Declarations of Interest (Page 25)

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 Chair 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 (if any)

8. Water Quality at Heacham and Hunstanton: Next Steps
(Pages 26 - 56)

9. Cabinet Report: Council Tax Support Scheme - Final Scheme
(Pages 57 - 87)

10. Constitution Informal Working Group (Pages 88 - 95)

11. For Information only: Annual Employment Monitoring Report
(Pages 96 - 112)

12. Portfolio Question and Answer Session

Members are invited to submit any questions in advance of the meeting.

13. Cabinet Forward Decisions (Pages 113 - 117)

14. Shareholder Committee Forward Plan (Pages 118 - 121)

15. Panel Work Programme 2023/2024 (Pages 122 - 133)

To note the Committee's Work Programme for 2023/2024.

16. Date of Next Meeting

To note that the date of the next meeting of the Corporate Performance Panel will take place on 4 January 2024 at 4.30 pm in the Council Chamber, Town Hall, King's Lynn.

To:

Corporate Performance Panel: Councillors R Blunt, S Dark (Chair), P Devulapalli, A Dickinson, B Jones, S Lintern, B Long, S Nash, J Osborne, C Rose, D Sayers and Mrs V Spikings

Portfolio Holders:

Councillor C Morley, Finance

Councillor T Parish, Leader

Councillor S Squire, Environment and Coastal

Officers:

Alexa Baker, Monitoring Officer

Becky Box, Assistant Director Central Services/Management Team Representative

Martin Chisholm, Assistant Director Commercial Services

Jo Stanton, Revenues and Benefits Manager

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**CORPORATE PERFORMANCE PANEL**

Minutes from the Meeting of the Corporate Performance Panel held on Monday, 16th October, 2023 at 4.30 pm in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor S Dark (Chair)
Councillors S Bearshaw, P Bland, R Blunt, A Bubb, A Bullen, Mrs J Collingham, S Collop (Zoom), R Colwell, P Devulapalli, D Heneghan, B Jones, A Kemp (arrived at 4.55 pm), P Kunes, S Lintern, B Long, S Nash, J Osborne (Vice Chair - arrived at 4.50 pm), J Ratcliffe, C Rose, S Sandell, Mrs V Spikings and A Ware

Portfolio Holder:

Councillor T Parish, Leader

Under Standing Order 34:

Councillors B Anota, A Beales, M de Whalley, A Dickinson (Zoom), C Joyce (Zoom), J Moriarty, C Morley, S Ring, A Ryves (Zoom), J Rust (Zoom), S Squire (Zoom)

Officers:

Alexa Baker, Monitoring Officer
Becky Box, Assistant Director, Central Services
Lorraine Gore, Chief Executive
Honor Howell, Assistant to the Chief Executive
Wendy Vincent, Democratic Services Officer

By Invitation:

Chris Starkie, Director of Growth and Investment from Norfolk County Council (NCC)(Zoom)

CP57 APOLOGIES

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Apologies for absence were received from Councillors P Beal, J Bhondi, C Crofts, D Sayers

CP58 MINUTES

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The minutes of the meeting of the Corporate Performance Panel held on 11 September 2023 were agreed as a correct record and signed by the Chair.

CP59 **DECLARATIONS OF INTEREST**

Councillors R Colwell, S Dark, A Kemp, B Long and J Moriarty declared an interest as Norfolk County Councillors.

CP60 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

CP61 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors B Anota, A Beales, C Joyce (Zoom), M de Whalley, J Moriarty, S Ring, J Rust (Zoom) and S Squire (Zoom) were present under Standing Order 34.

The Monitoring Officer confirmed that Panel Members and Councillors attending on Zoom would not be able to participate any vote.

CP62 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

CP63 **CALL-IN**

There were no call-ins.

CP64 **CABINET REPORT: CORPORATE STRATEGY 2023 TO 2027**

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

The Chief Executive presented the report which appended the new proposed Corporate Strategy for the period 2023 to 2027. It set out the priorities of the Council under four main headings and detailed the aims and ambitions. Members were advised that the strategy was not a list of projects and work streams the Council is engaging or will engage in under the Corporate Strategy and it was highlighted that it was the Council's overarching document. It was noted that the Corporate Strategy set out those priorities and key principles of the Administration for the four year period and also detailed some background data around the Borough Council of King's Lynn and West Norfolk area.

The Chief Executive advised that the Assistant to the Chief Executive would explain how the Corporate Strategy fitted into the Council's process of Directorate Plans and budget setting.

The Assistant to the Chief Executive drew Member's attention to page 16 of the Agenda which set out how the Corporate Strategy fitted into

the Council's performance management framework. It was explained that Corporate Strategy was the high level overarching document which set out in broad terms the priorities and vision of the Administration. The Corporate Strategy was supported by individual Directorate Plans and those in turn were supported by other strategies and plans which included the medium term Financial Plan and the Financial Plan for each of the individual years.

The Assistant to the Chief Executive explained that the Cabinet Report set out how the Corporate Strategy fitted into the Council's performance management framework and that the Council's activities were too broad and diverse to be included within one document and advised that the other policies, action plans and projects needed to be read in conjunction with the Corporate Strategy. The Corporate Strategy itself set the framework for each of those documents .

The Assistant to the Chief Executive advised that the Strategy was produced every four years by the Administration in consultation with senior council officers. Progress was reported to Cabinet and the Corporate Performance Panel on a bi-annual basis. Alongside the Corporate Strategy there would be action plans which will be underpinned by key performance indicators and progress was reported quarterly to the Corporate Performance Panel. From the Directorate Plans there were Service Plans, for example, in the Legal Directorate and under there would be service plans for licensing and corporate governance. It was highlighted that each of the services within each Directorate would produce Service Plans, each member of the team would have an annual appraisal and would have targets set.

Members were advised that the Corporate Strategy was reviewed on an annual basis and it was important that the Council continually horizon scanned and remained agile in reacting to local, national and worldwide events.

The Chief Executive added that the delivery model would now include an Annual Monitoring Report which would be a summary of targets each year and be published on the Council's website and at the end of the year a review would be undertaken. In addition, the Chief Executive explained that the whole process fed into the Council's medium term financial planning and delivery of work streams and projects needed to be underpinned by the resources, people and the money so it all knitted together.

The Chair, Councillor Dark thanked the Chief Executive and Assistant to the Chief Executive for the report and invited questions and comments from the three Panels and those Councillors attending under Standing Order 34, a summary of which is set out below.

Councillor Long commented that it was always good to see a Corporate Strategy for the four year period. However, Councillor Long added that there were things contained within the document which

caused some considerable concern and referred to the bullet points below, on page 7:

- Manage the Council's finances through any projected budget deficit over the four financial plan.
- Investigate the creation of a town council for the unparished area of King's Lynn and the adoption of West Norfolk as the name of the borough.

Councillor Long explained that the Council would not be a Borough Council but a District Council and added that work had previously been undertaken in relation to the creation for a town council for the unparished area of King's Lynn. Councillor Long added that the King's Lynn Area Consultation Committee had looked at the financial implications of the proposal. Councillor Long asked the Leader if he considered including it within the Corporate Strategy whether he had consulted with officers as to potential financial costs, passing up the civic aspect which had been in place since 1974 (Borough Council of King's Lynn and West Norfolk) and all other activities that go on in parished areas that were parish responsibilities that by definition if a town council was created you would part away from this combined borough council and therefore leave the district with a serious funding gap, an example of which could be car parking, recreation grounds, etc. In conclusion, Councillor Long stated that it did concern him that the implications had not been considered prior to being included in the Corporate Strategy.

Councillor Mrs Spikings asked the following questions:

- How much consultation had been undertaken with the Labour group on the document and if so what exactly were the strategies which had been written into the document?
- One of the problems protecting the environment was there was a cost and asked how far did the Council go when there were some residents struggling to pay basic bills?
- Transport – in the Core Strategy 2016 it stated that the Council recognised it was a rural area and was dependant on the car to travel within the borough and asked if the Council would support more in the rural areas where flooding was experienced.

The Chair, Councillor Dark commented that he took on board the comments made by Councillor Mrs Spikings on consultation with Labour and that it would be interesting to hear the views of the Leader or officers on how detailed the consultations were and what had been included within the strategy. The Chair asked what consultation had happened with the 40% of the Council's Conservative Councillors given that the steer from the Leader in his first Council report was that he would work closely for Conservative voters and respect all Councillors and pick up on their skill set and would therefore be interested to hear from the Leader how the Conservatives were consulted on the Corporate Strategy.

Councillor Jones stated that one of the problems with the King's Lynn Area Consultative Committee (KLACC) was that it was a consultative committee and the committee would like to see a constitutional change to have a budget and do things for the town. Councillor Jones added that this was the more pressing issue with KLACC at the current time.

Councillor Kemp commented that in regard to a town council this was about a better democratic representation for Lynn and all the people in it and that it should not cost anymore because it would simply a transfer of funds so the town council could have responsibility and set funding decisions in its own precept. The town council would have the right to spend and for example could set the fees for community centres.

Councillor Colwell stated that it was quite positive if the only items Councillors wished to discuss today was the investigation of the creation of a town council and that people in the room were generally excited by the Corporate Strategy. Councillor Colwell added that currently the people of Gaywood and Reffley appeared to be missing out on the ability to access funds and why should people in the town centre not have the chance to have their local infrastructure, amenities, village halls, etc improved. Councillor Colwell concluded by saying that the Council should listen to what the people of King's Lynn wanted.

Councillor Colwell stated that he had commented that it would be great to look at protecting the rivers and chalk streams in West Norfolk and added that the Portfolio Holders were interested in tweaking the Corporate Strategy to include the item.

Councillors who addressed the Panel under Standing Order 34

Councillor Dickinson (Zoom)

Councillor Dickinson commented on the proposal to create a Town Council for King's Lynn unparished. Councillor Dickinson stated that she felt that this was a quite momentous proposal and the Corporate Strategy gave a commitment to ensure the Council worked both effectively and efficiently within the resources available. It was noted that there was a prescribed legislative process that the Council would need to go through to create a town council and that there would be a significant cost and possibly one that could not be contained within the statement and as far as she was aware there was no provision in the currently four year financial plan.

Councillor Dickinson stated that the process could determine whether or not a town council was created for which costs would be incurred. If a town council was not created the costs would be aborted and would verge on being a burden to some residents as they would have paid for something that did not happen.

In conclusion, Councillor Dickinson outlined the aspects which would need to be looked into together with a whole raft of other issues and commented that that it seemed that the Council could not comply with the opening statement in relation to efficiencies and working effectively and that the Corporate Strategy seemed to have more holes than a colander.

Councillor Joyce (Zoom)

Councillor Joyce stated that he could not answer the question on consultation carried out with the Conservatives.

Councillor Joyce commented that all Corporate Strategies he had come across could be improved and the proposed Corporate Strategy was no different as people had different ideas.

Councillor Joyce referred to Local Government Reorganisation when the Council became West Norfolk District and following that became the Borough Council of King's Lynn and West Norfolk.

Councillor Joyce outlined the pros and cons of a Town Council and highlighted that there was a democratic deficit in Lynn and how that was addressed there was an attempt 20 years ago.

Councillor Joyce asked what would be on offer to the people of King's Lynn was the crucial element as to whether they would accept or reject what was on offer.

In conclusion, Councillor Joyce added that there was some work undertaken and as a result the King's Lynn Area Consultative Committee was established to address the democratic deficit.

Councillor Long added that in light of what Councillors Dickinson and Joyce had said regarding the creation of a town council, in his view, could not see how that the Panel could recommend that element goes forward as there had not been sufficient work done to ascertain if the people of King's Lynn wanted a town council. Councillor Long further commented that more importantly if the cost of a town council was higher than the current level of special expenses.

Councillor Moriarty (in person)

Councillor Moriarty commented that Councillor Jones contribution was particularly interested regarding KLACC and how it could be strengthened.. Councillor Moriarty added that he too had been thinking how KLACC could be strengthened and the investigation of the town council was one approach. Councillor Jones suggestion on the constitution being amended to allocate a budget to enable KLACC to undertake projects in King's Lynn was another approach. Councillor Moriarty stated that he could not see any reason as to why the two options set out above could not be explored.

In response to comments made by Councillor Dickinson, Councillor Moriarty referred to page 7 in that the creation of a town council be investigated and acknowledged that there would be resource issues and officer time and thanked Councillor Long for his reminder that work had been undertaken previously and that there had been a task group and that he would be looking back at the minutes.

Councillor de Whalley (in person)

Councillor de Whalley stated that it was suggested that protecting the environment came at a cost but added he would argue conversely that there were many efficiency savings associated with protecting the environment and he believed that money was saved and in the long term if the environment was not protected the costs would be substantially more.

Councillor Rust (Zoom)

Councillor Rust addressed the comments made by Councillor Long regarding the creation of a town council being an extra layer of bureaucracy costing more but actually was a tier of accountability that was lacking in King's Lynn and unparished areas.

With regard to Councillor Jones point in relation to KLACC was correct because under the previous Administration the Committee had to go cap in hand to Cabinet to beg for extra funding was not appropriate to the residents of King's Lynn.

In relation to the comments made on protecting the environment, Councillor Dark in conjunction with Councillor Joyce had taken a Motion to Council on 19 October which asked to save the environment.

Councillor Rust added that there appeared to be some fundamental things missing from some of the comments made. Labour were consulted on the Corporate Strategy and the Administration listened to what they had to say. Councillor Rust went on to say that she could not recall being consulted when the Conservatives were in power.

Councillor Ring (in person)

Councillor Ring commented that as a new Councillor it had been interested to hear the debate on whether a town council should be investigated and read out the definition of "investigation" and added that it was incumbent that all those Councillors present to back the democratic process so that everyone could have a say in the matter. The Administration would look at the facts and if it was concluded that a town council was not the right way forward then the proposal would not come forward.

The Chair, Councillor Dark addressed the comments made by Councillor Ring above and that it did state in the Corporate Strategy to investigate. However, the Leader had made comments both in the press and at Downham Market Town Council available on You Tube for all to see which went considerably further than investigate. The Chair paraphrased the detail as follows: It talked around it might take three years to deliver it but we need to get it done but effectively we need to get it done in the term of this Administration because if we don't another Administration might not consider doing which was slightly more than investigate. The Chair added that in his opinion and the views of members the Conservative Group concerns was that normally with a plan(s) you lead with the best one which was most developed. The Chair went on to say that what happened with the Corporate Strategy was that with the first one that broke cover and went into the press regarding the proposal to create a town council. The Chair commented that this was the biggest change in how West Norfolk was governed in 50 years and added that in 2024 was the 50th anniversary when the Council became the Borough Council of King's Lynn and West Norfolk.

The Chair, Councillor Dark asked if there had been detailed discussions in relation to the process, etc and the impact on residents with the Chief Executive, Monitoring Officer or Section 151 Officer before the Leader went out about the Corporate Strategy. The Chair informed the Panels he had been advised that those discussions had not taken place. The Chair added that the reason why he had focussed on this was because if that was the most best and developed shot what did it say about all of the other things that might be in the Corporate Strategy. In conclusion, the Chair explained that he hoped that it was investigate and that appropriate advice would be taken from the professionals.

The Chair, Councillor Dark invited the Leader, Councillor Parish to sum up.

Investigate the creation of a town council for the unparished area of King's Lynn

The Leader highlighted that the word was "investigate" the creation of a town council and also the last bullet point on page 7 as set out below:

- Investigate the creation of a town council for the unparished area of King's Lynn and the adoption of West Norfolk as the name of the borough.

This was also the last bullet point on a page which came under "Efficient and Effective Delivery of the Council's Services" and might be an indication that that bullet was not the first bullet point and was therefore not the primary mover of the Corporate Strategy. The Leader stated that he had been misquoted in the press and that the investigation of the creation of a town council would be in the second or

third year of the Administration and he had raised it because he wanted to fly the proposal and if there was total outcry then perhaps it would have stayed out of the Corporate Strategy.

The Leader advised that the Corporate Strategy would be reviewed every six months and fully reviewed on an annual basis. Those present were informed that as things changed new things might be added whilst other things might drop out.

The Leader explained that currently there had not been a great deal of public interest but there had been a recent letter in the press from a former editor of the Lynn News who was for the creation of a town council. The Leader added that he had also been stopped in the street by a member of the public who had indicated that it was a good idea to consider the creation of a town council.

The Panels were advised that the proposal was to investigate to ask questions to determine what might or might not be possible. All the details that were being asked, for example, what would happen to the Town Hall would be worked out after some investigation was carried out. The Leader added that it may be that if finance was not in a good position and there was no finance within the current Administration, if the investigation had been undertaken and it was the view of the public that they wished to have a town council then it would be up to the next Administration might have to move the proposal forward.

With regard to consultation, the Leader explained that he had raised the proposal of the creation of a town council with KLACC and the committee was unanimous that it would like the investigation to be undertaken.

The Leader advised that he had given a previous version of the Corporate Strategy to the Labour Group and invited the Group to comment on.

The Leader commented that the Conservative Group now had the opportunity to comment on the Corporate Strategy and highlighted that his office door was always open to speak to him on any potential proposals/ideas. The Leader explained that there was an underpinning document to the Corporate Strategy which set out the Council's work streams and projects, and what the statements meant and would be done to meet the overarching aims in the Corporate Strategy. It was highlighted that the list would be circulated and was not restrictive and the Leader welcomed any additions and added that Members had the opportunity to look at items by attending the policy and development panel meetings and put ideas forward for consideration on work programmes, obtain a recommendation to submit to Cabinet and if required to Council.

The Leader advised that the Administration would also be looking at the governance arrangements of changing from a Cabinet to a Committee System.

In conclusion, the Leader added that there could be an additional bullet point as an interim measure about the proposal to create a town council as set out below:

- To ensure that KLACC had a greater function and undertake its work better and improve the opportunities available.

The Leader reminded Councillors that the proposal was to “investigate” the creation of a town council in the second or third year of the Administration.

Protecting the Environment

The Leader responded to the comments made regarding rural communities and being dependent on the car as a form of transport to access parts of the borough. The Leader explained that the Administration would probably not be providing additional car parking spaces in rural communities.

The Leader explained that bullet point stated – encourage active travel by reducing barriers to walking and cycling in addition to improving electrical vehicle infrastructure and appropriate charging points. The Leader commented that this might mean working with partners, for example, the County Council to increase public transport so that people in rural areas can get into King’s Lynn or elsewhere. Councillors were advised that there was nothing in the Corporate Strategy to ban cars.

Councillor Mrs Spikings thanked the Leader for his reply but commented that as previously stated she did support rural areas as she was a ward councillor and did understand the implications of what happened and why a car was needed. Councillor Mrs Spikings stated that she had not seen anything in the document regarding rural areas which were as important as towns and added that the document was a rehash and there was nothing really new. Councillor Spikings advised that she had been involved in Cabinet and Committee Systems and both worked well and asked why tinker with yet more costs for a futile output.

Proposal to change Governance Arrangements

In response to the comments made by Councillor Mrs Spikings, the Leader explained that changing a system would cost a lot of money but it had not yet been investigated.

In response to questions from Councillor Long on the proposal for a change of governance arrangements/timeline/time delay, etc, the

Leader explained that this was a question for the Chief Executive or Monitoring Officer. The Leader commented that the timeline for the next stage which was being worked on was the underpinning documents which supported the Corporate Strategy. The Leader added that any proposal to change the current system would be required to go through Council for a decision.

The Monitoring Officer confirmed that there was a Governance Review Task Group set up by the previous Administration. The terms of reference included reviewing changing to a committee structure. The work of that group was about half way concluded and had been delayed because of Covid. A Cabinet report was presented last year stating that this work would be picked up following Election and the intention was that pick the group up. With regard to timeframes Members were advised that there was nothing specific in the task group regarding time frames/lead in times and those issues would be dealt with by the task group.

Under Standing Order 34, Councillor Joyce commented on the points made by Councillor Long on governance arrangements and gave an example of Norfolk County Council.

With regard to the points made on the committee system, Councillor Joyce confirmed that the Leader had spoken to him about it. Councillor Joyce outlined the positive and negatives of a committee system.

The Panels voted on the recommendation set out to Council. There were 13 votes for, 7 against and no abstentions.

RESOLVED: The Corporate Performance, Environment and Community and Regeneration and Development Panels supported the recommendation to Cabinet and Council as set out below:

That Council adopts the attached corporate strategy.

The meeting adjourned for a comfort break at 5.45 pm and reconvened at 5.55 pm.

CP65

CABINET REPORT: NORFOLK COUNTY DEAL RESPONSE

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

The Chief Executive presented the report and reminded Members that the Borough Council (BCKLWN) agreed at the Council meeting on 30 March 2023 to make a clear public position on the County Deal for Norfolk before Norfolk County Council (NCC) made a final decision at the NCC Council meeting on 12 December 2023.

The Chief Executive advised that Chris Starkie, Director of Growth and Investment from Norfolk County Council (NCC) was present on Zoom to answer any technical questions.

It was highlighted that all Councillors had received updates and briefings on the County Deal.

Members were advised that there was no requirement for a response to NCC but the report was in response to the Motion at Full Council and included in the meantime of writing the report and going to NCC 12 December, if any other changes were needed an update would be given. The report set out broad governance arrangements and details were available on NCC website.

The Chair, Councillor Dark thanked the Chief Executive for the report and invited comments and questions from the Panels and Councillors attending under Standing Order 34.

The Chair thanked Chris Starkie for attending to answer questions on any aspect of the County deal.

Councillor Long declared an interest as a County Councillor and explained that he had been appointed to the Norfolk County Councillor Working Group which was looking at the constitution reforms and looked at what the deal meant and together with the briefings received was therefore well versed as to the current position where and why. Councillor Long outlined what this would mean for the Borough Council, where it would have a say or a veto on the proposal for an elected Leader. Councillor Long highlighted that the most important thing personally for him was adult education because a range of courses were required for different job skills available in West Norfolk.

Councillor Long sought clarification on development corporations and invited Chris Starkie to confirm that the information he had outlined to the Panels was correct. In response, Chris Starkie confirmed the information was correct and outlined the powers which were passed to the Directly Elected Leader compared with Council as a whole and indeed borough and district councils. All powers handed down from Government would be to NCC rather than to the Directly Elected Leader with the exception of the ability to establish development corporations. Councillor Long correct development corporations can only be established in partnership and with the agreement of the local authority and in this case the Borough Council of King's Lynn and West Norfolk and budget would need to be agreed by NCC Cabinet.

Councillor Blunt commented that he had read and agreed with the recommendations in the report and added that giving support to the negotiation process was fundamental to ensure that the Borough Council was in the game. Councillor Blunt expressed concern regarding comments made previous to this document by the Leader and emphasised the views should be from the Borough Council and

not individuals. Councillor Blunt also expressed concern on the governance and the role of the Elected Leader and how this would affect the Borough Council.

Councillor Kemp declared an interest as a County Councillor.

Councillor Kemp commented that in her view the proposal diminished the role of the Borough Council because it took away the Shared Prosperity Funding which would go to NCC in March 2025 and that there might not be any new funding available. Councillor Kemp outlined the reasons why in her view the deal was wrong for Norfolk and should not be accepted as currently proposed.

In response to the comments made by Councillor Kemp, Chris Starkie explained that the comments made by Councillor Kemp were opinions rather than facts. The Panels were informed that the investment fund would require legislation to take the money away and outlined the difference between the directly elected Leader and the current Leader.

Chris Starkie responded to questions from Councillor Bubb in relation to the allowance received by the elected Leader, what would happen if the elected Leader failed to inspire, vote of no confidence, etc.

In response to comments made by Councillor Kemp, the Chief Executive explained currently the shared prosperity funding came direct to the Borough Council and going forward there was no indication from Governance that shared prosperity funding will be available as part of the county deal. The Chief Executive advised that as far as individual projects there were ongoing discussions with District Leaders and Norfolk Chief Executives and outlined the role of the Investment Board where every district would have a representative on the Board. The criteria would be set out and included within the NCC policy framework to ensure transparency for considering bids equally.

Councillor Long commented on the points made by Councillor Bubb and explained that the Constitution could be changed for a Directly Elected Leader and outlined the options available. Councillor Long commented that it would be a Full Council decision to change the Constitution.

Following questions and comments made on the directly Elected Leader allowance, Chris Starke explained that the allowance would be set in the same way as current practice. Councillor Long added that an independent panel set Member allowances and NCC would look at and deter role and that it meant.

Chris Starkie responded to questions from Councillor Blunt on the criteria for the appointment of a Directly Elected Leader.

Councillor Dark declared an interest as a Norfolk County Councillor.

The Chair, Councillor Dark explained the Borough Council's role in the deal between NCC and Government and that the vote would take place at NCC on 12 December 2023. The report invited the Panels to express a view. The Chair outlined the variables set out in the Deal to be explored by NCC. The Chair outlined the views of the previous Administration when he was Leader of the Council. The Chair drew attention to the recommendation in the report to allow the Leader and officers to continue to engage in the County Deal discussions with NCC on behalf of the Borough Council and there was the opportunity for the Council to state if it supported or rejected the recommendation to seek the best outcome for West Norfolk. The Chair, Councillor Dark outlined the question asked by Councillor Long of the Leader at the last Full Council.

The Chair, Councillor Dark expressed concern regarding the letter from the Borough Council of King's Lynn and West Norfolk in response to DHLUC formal consultation. The Chair added that he had been given a copy of the letter from Councillor Parish and that had questioned the legality of the consultation and advised against proceeding. The Chair had checked the request by the NCC Leader to sign the letter and the legality of the consultation with the Borough Council's Monitoring Officer. The Monitoring Officer had confirmed that the question of legality had not been raised with her. The Chair expressed disappointment and concern that the correct process had not been adhered to and outlined the reasons why he was concerned.

The Chair, Councillor Dark added that there was a genuine concern that the report set out the officer recommendation to go forward with the County Deal to vote today, but the Leader had got in front and had written to one of the parties and the formal response stated he was against it and this information had also been published in the press. The Panel decision was therefore either vote with officer report or vote with the Leader's position against the proposal. The system for one reason or another had gone out of kilter.

Under Standing Order 34, Councillor Ryves asked the following questions:

- What was the outcome of previous court actions?
- Clarification on failure to accept the deal had previously had cost Norfolk £120m.
- Consultation undertaken with the public appeared to be unsatisfactory.
- Multiple questions relating to a directly Elected Leader, including power of impeachment of NCC councillors to end the deal.

Chris Starkie responded to the above questions and explained that with regard to the court action, a couple of district councils had served a letter which had never been followed through and July was the deadline and it was now past that date. The second point on how

much money was lost by Norfolk, it was noted this was £120m relating to housing was a good working figure by not proceeding with the deal. In response to the comments made on consultation, it was explained that consultation questions were thoroughly tested with “experts” in the field and the level of engagement was reasonably high and higher than other devolution areas. With regard to power impeachment to directly elected Leaders there were two things to note, firstly the Directly Elected leader as an individual would have to get votes through Council to pass a budget, corporate plan, etc. A workable majority would have to be formed as the Borough Council did following the May Election. Secondly, if a change was to be made to the Constitution this would be a Full Council decision.

Under Standing Order 34, Councillor Morley commented that he supported the Officer recommendation to support the County Deal through to Full Council. Councillor Morley added there were two aspects he would like highlighted to the recommendation as set out below:

- Leverage for priorities for levelling up and what were the priorities – education, jobs and growth.
- Partnership more widely used in the recommendations
- “West” be inserted prior to the word Norfolk on recommendation 2.

In response to the comments made by Councillor Morley, Chris Starkie explained that the meaning of leverage other funds in and provided an overview of his previous role within the Local Enterprise Partnership. Members were informed that Government was transferring the functions of local enterprise partnerships to the democratically accountable bodies and into NCC and Suffolk CC. It was explained that two Boards (Business Board and Skills Board) would be developed and would have Borough and District representatives.

Councillor Moriarty declared an interest as a Norfolk County Councillor but had not firmed up a decision in relation to the County Deal.

Under Standing Order 34, Councillor Moriarty commented that the Borough Council was not the only Council to have had a change of leadership in recent months and there was also a new NCC Leader. Councillor Moriarty explained that the new NCC Leader met with Cabinet in the summer and his understanding was that the Leader was responding to some discontent expressed by various Conservative District Leaders also on NCC. Officers and the Leader of Council were re-engaging in negotiations with DHLUC and Central Government in order try and improve the deal.

Councillor Moriarty added that nothing had changed from the Borough Council’s perspective since the formal response to the consultation which Councillor Dark and the Chief Executive had submitted and signed. Councillor Moriarty explained that what had happened was

that the Conservative District Leaders and the NCC Leader were keen to negotiate for the strongest position possible. Councillor Moriarty stated that in his view the district council role was simply not strong enough.

Chris Starkie responded to questions from Councillor Moriarty in regard to the recommendation set out in the report and the Council's position.

Under Standing Order 34, Councillor de Whalley addressed the Panel.

In response to the points raised by Councillor de Whalley in relation to the Council's position once signed up and who could change the arrangement/consultation arrangements, Chris Starkie explained that it was almost certain there would be at least one follow up devolution deal. It was noted that a level 3 deal was required to go beyond level 2 (without the directly elected leader) which was democratic choice. It was explained that this would not cover any of the sovereignty of borough or district councils but would look at some of the functions and powers of central government more locally. Chris Starkie highlighted that the virtue of the deal was not to create an extra democratic layer and that by using the existing mechanism of the Norfolk Public Sector Leaders Board would lead the consultation and that there would be both borough and district council involvement from the start. In conclusion, the Panel was advised that NCC had already been in consultation with Borough Council officers on some of the schemes put forward to enhance the negotiations to get a better deal for West Norfolk.

Under Standing Order 34, Councillor Rust questioned how good the deal will be for King's Lynn and that she agreed with the proposal on time to get best deal but that it was not necessarily the fairest and should be for the equitable needs of King's Lynn and West Norfolk who was equally important as Norwich because of the demographics.

Under Standing Order 34, Councillor Joyce outlined his reasons why he supported the officer recommendation.

Councillor Kemp outlined her reasons why she could not support the officer recommendation to support the deal.

Councillor Colwell declared an interest as a Norfolk County Councillor and outlined the reasons why he supported the recommendation.

Councillor Devulapalli highlighted the importance of getting the best deal for West Norfolk to address the education and skills needed.

Councillor Dark commented on the suggestion made by Councillor Morley and proposed that the word "West" be inserted prior to the word Norfolk on recommendation 2. Councillor Long seconded and was agreed by the Panels.

The Chair invited the Leader, Councillor Parish to address the Panel, a summary of which is set out below.

The Leader, Councillor Parish advised that he had not publicly stated anywhere he was against the Deal but had advised that he had stated that he did not think it was good enough. With regard to the letter, Councillor Parish apologised if he gave incorrect information the request came from the Leader of NCC who had chaired the Norfolk District Leaders meeting. An email was received asking Borough and District Leaders to sign the Letter on 11 July 2023 to meet the deadline prior to Government recess on 20 July 2023 and therefore there was not sufficient time to debate the letter with anyone or via the Panels or Council. Members were advised that the essential elements of the letter to the Secretary of State from all the District Leaders was to make formal representation during their consideration for a devolution deal for Norfolk. The Panel was advised that the thrust of the letter was to improve the deal for districts in Norfolk. Members were informed that a response had been received from the Secretary of State.

The Leader went on to say that part of the information in the press article was incorrect and outlined the content of article and reiterated that he had not stated publicly anywhere did not support the deal but that he wanted a better deal for West Norfolk. The Leader welcomed the addition of "West" to the recommendation put forward by the Panels.

The Leader explained that he had included the County Deal in his report to Council on 19 October and outlined the content.

Members were informed that the County Deal report would be a Cabinet decision to go forward to Full Council in November prior to the NCC Council meeting on 12 December 2023 when all Councillors would have the opportunity to debate on the County Deal.

The Leader provided an overview of a discussion he had immediately following the District Leader's meeting with officers regarding the £20m per year for a period of 30 years and the Government reduced funding to Councils.

The Leader commented on the pros and cons on the proposal for a Directly Elected Leader.

In conclusion, the Leader explained that he had never publicly stated he was against the deal and would accept the decision of Cabinet and Full Council.

The Chair, Councillor Dark read out the recommendation.

Councillor Long asked for clarification on information given by the Leader in relation to the NCC Leader chairing a meeting of Norfolk

District Leaders. Councillor Long explained that it was his understanding that the Chair of Norfolk Leaders Board alternated between NCC and one District Council, but the meeting of District Leaders did not include the Leader of NCC unless invited for a specific reason and that Chair would therefore be a District Leader. Councillor Long asked if it was a Norfolk Leaders Board or District Leaders meeting.

The Leader confirmed he could not say one way or another.

In response, the Chief Executive advised that it was a Norfolk Leaders meeting and not the Norfolk Leaders Board.

Chris Starkie added that the meeting of all Norfolk Leaders was chaired by the rotating Chair, the Leader of NCC but subsequently there was a District Leaders meeting which the Leader of NCC was not invited to attend.

The Panel voted on the recommendations set out below with the addition of the work "West" be inserted prior to the word Norfolk on recommendation 2. The vote was carried (14 for, 2 against and 1 abstention).

RESOLVED: That the Corporate Performance, Environment and Community and Regeneration and Development Panels support the recommendation to Cabinet and Council as set out below:

It is recommended that:

- 1) The Leader and Chief Executive continue to engage in the County Deal discussions with NCC on behalf of the Borough Council with a focus on:
 - This Council's powers and sovereignty remain undiminished.
 - West Norfolk will have a fair say in the priorities being set for any new funding under the 'deal'.
 - West Norfolk will have a fair opportunity to access such funding to secure the best deal for **West** Norfolk.
- 2) That BCKLWN gives its support to NCC to negotiate with Government to secure the best deal for Norfolk subject to 1) above.

CP66

PORTFOLIO HOLDER QUESTIONS AND ANSWER SESSION

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

There were no Portfolio Holder questions.

CP67 CABINET FORWARD DECISIONS LIST

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

The Cabinet Forward Decisions List was noted.

The Chair, Councillor Dark invited the Panel to email him with any items for consideration.

CP68 SHAREHOLDER FORWARD WORK PROGRAMME

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

The Chair, Councillor Dark invited the Panel to email him with any items for consideration.

CP69 PANEL WORK PROGRAMME

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

Councillor Nash asked for the 2021 Taxi Testing Contract to be considered at a future meeting.

CP70 DATE OF NEXT MEETING

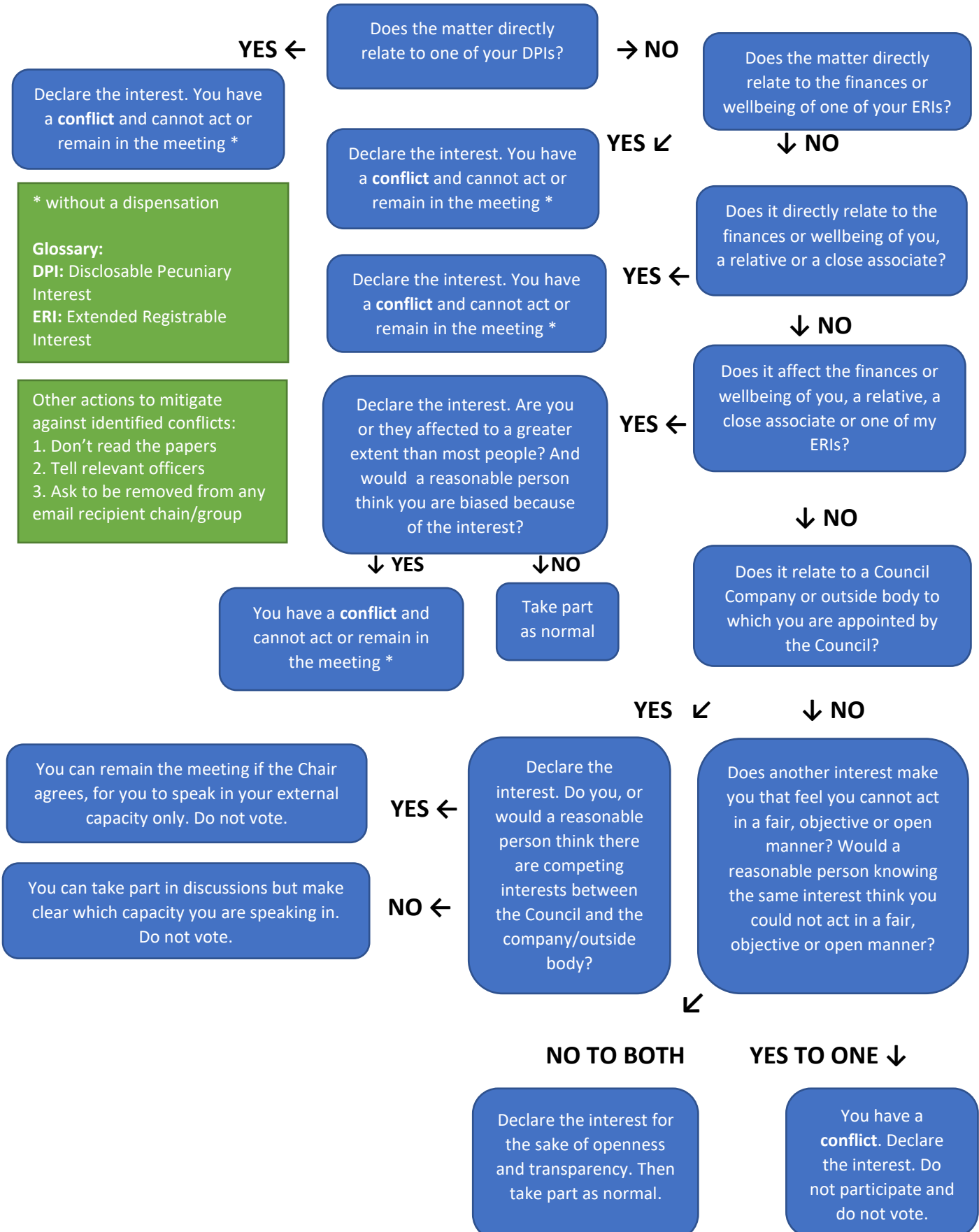
The next meeting of the Corporate Performance Panel will take place on 13 November 2023 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 7.31 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START





West Norfolk Bathing Water Quality

Adam Worley
Coastal Catchment Manager



What affects bathing water quality?



1 Agriculture

Muck spreading or the presence of manure heaps or chemicals and fertilisers can wash into rivers from farmland when it rains.

2 Highways

Pollution can come from highways drainage. Run off from roads during wet weather washes chemicals, traces of oil, dirt and other pollutants into the sea.

3 Sewer capacity

Sudden increases in seasonal holiday makers can put extra pressure on sewer capacity. Couple this with a reduction in sewer capacity due to a build up of fats, oils and grease, and sewers and water recycling centres can struggle to cope.

4 Private overflows

Discharges from private sewer systems, such as private pumping stations owned by caravan parks or privately owned cess pits, could result in untreated sewage entering the bathing water.

5 Grazing animals

Excrement from grazing animals can wash off fields into bathing waters during periods of heavy rainfall.

6 Litter

Litter encourages vermin which carry disease. Their excrement gets washed into the bathing water along with the litter.

7 Overflows

To protect properties from flooding during heavy rainfall, combined storm overflows and emergency overflows can lead to diluted sewage entering the bathing water.

8 Bird droppings

Bird droppings contain harmful bacteria and can wash down from rooftops into the bathing water when it rains. Droppings from large populations of birds under piers and other coastal structures can also be a problem.

9 Seaweed and sediment

Bacteria growing in seaweed can pollute bathing water. Disturbed sand and sediment on the sea bed can release trapped bacteria.

10 Boats

Boats can flush their bilge tanks and discharge onboard toilets directly into the sea.

11 Dog poo

Dog poo contains some nasty parasites and bacteria and any fouling on the beach that's not picked up gets washed into the sea.





Heacham WRC

- ▶ The works were finished in 1990 with UV treatment added in 1998.
- ▶ The works was designed to serve a population equivalent of 54,000 and currently we have a connected population equivalent of approximately 23,500.
- ▶ In summer we do on occasion see a population equivalent which exceeds the design criteria, but we have plans in place which mitigates this and we prevent it breaching permit limits.
- ▶ It is also important to confirm that no storm flows leave site as the 'storm tanks' are blind.

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Summary of 2023 Bathing Water Season

Average Bacteria Concentrations

Bathing Water	E.Coli (Average cfu/100ml)		I.E. (Average cfu/100ml)	
	2023	2018-2022	2023	2018-2022
Heacham	41.2	101.1	46.15	93
Hunstanton Main	78.7	71.1	19.3	84.6
Old Hunstanton	90.9	100	74.6	70

Single year classification

Bathing Water	E.Coli (95%ile)	I.E. (95%ile)	Classification
Heacham	122.17	138.57	Good
Hunstanton Main	191.28	44.29	Excellent
Old Hunstanton	316	241.36	Sufficient

Percentage of Excellent Results

Bathing Water	2023	2019	2021	2022
West Norfolk	86.66%	72.88%	76.66%	66.67%

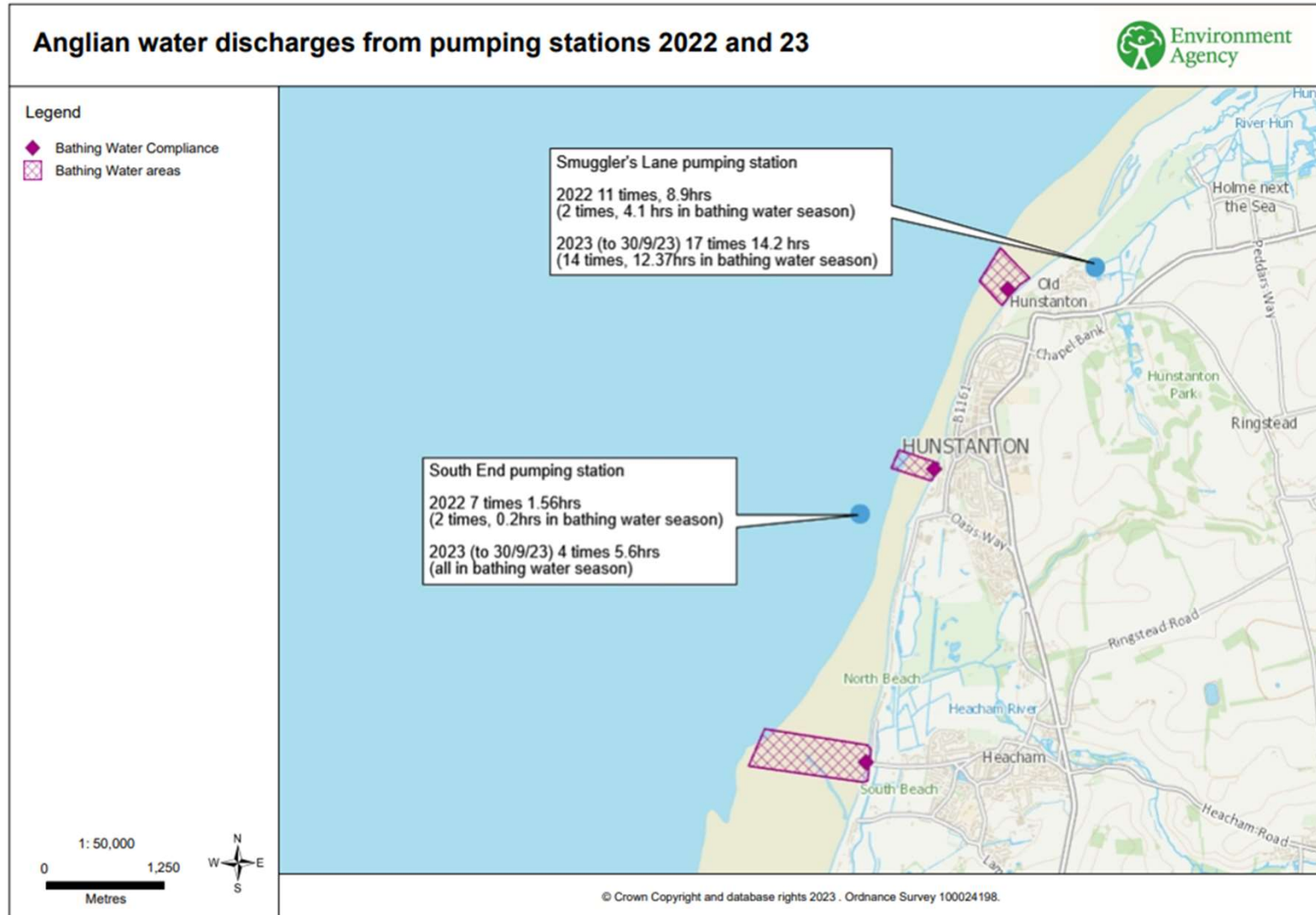
Summary of 2023 Bathing Water Season

Bathing Water	Date	Findings
Heacham & Old Hunstanton	06/06/2023	No heavy rainfall or AWS asset activity. Samples were collected during a Spring Tide.
Hunstanton Main & Old Hunstanton	24/07/2023	Some heavy rain in preceding days. No AWS asset activity. Samples collected on Pollution Risk Forecast.
30 Old Hunstanton	04/08/2023	Sample was collected within 1 day of a Spring Tide. In addition, sea foam has been identified by a member of public. Though not previously identified as an issue in West Norfolk, the presence of algal blooms have resulted in elevated results further round the coast in North Norfolk. Heavy rainfall will have resulted in discharges from Hunstanton surface water lines, however, limited impacts have been identified at nearby Hunstanton Main. It is therefore concluded that whilst there has been heavy rainfall on the proceeding days, impact is likely due to the presence of a delaying algal bloom and a Spring Tide. Sample collected on Pollution Risk Forecast.
Heacham	10/08/2023	No heavy rainfall or asset activity. No root cause identified.
Hunstanton Main & Old Hunstanton	03/09/2023	Limited rainfall on the 01/09/2023 to a maximum intensity of 1.90 mm/hr. Samples were collected during a Spring Tide.

Summary of 2023 Bathing Water Season

PRFs	BeachAware
PRFs are based on measurements of Rain, Time, Tide, Sunlight (UV), Wind. Not linked to sewage / storm overflow	BeachAware uses a coastal model to predict the movement of plumes and whether this will result in impact to bathing water quality.
EA only issue these during the bathing water season (May to September)	AWS issue BeachAware alerts throughout the year
EA prediction tool is run every morning and any forecast remain in place for 24 hours (can get forecast for several days on the trot)	BeachAware alerts only generated when there has been asset activity and model predicts impact to a bathing water. Alerts remain in place 24 hours after a model predicts no further impact.
PRFs are issued to Local Authorities who display signage warning that swimming is not advised that day	BeachAware alerts are issued to Local Authority, EA and SAS. Signage can be displayed warning against swimming.
The EA do not make these forecasts for all bathing waters as 'not all are at risk from these issues'	BeachAware alerts cover a wider number of beaches and are in place for any bathing waters where CSOs can impact water quality

2022 & 2023 EDM Data





AMP7 – Work Completed

- ▶ Historic Report Phase I Desk Study
- ▶ Seagate Surface Water Catchment Misconnection Survey
- ▶ Gymkhana Way Surface Water Catchment Misconnection Survey
- ▶ CREH Sediment Study
- ▶ CREH DNA Study
- ▶ Intertek Source Apportionment Study
- ▶ Optimisation work at South End Road TPS
- ▶ Study into impacts from brine discharges from Water Treatment Works
- ▶ Behavioural change work



Source Apportionment Study

Bathing Water	E.Coli		Intestinal Enterococci	
	Source	Percentage	Source	Percentage
Heacham	Birds	60%	Birds	79%
	River Heacham	30%	River Heacham	10%
Hunstanton Main	South End Road TPS – LSO	65%	Birds	69%
	South End Road TPS - SSO	11%	South End Road TPS – LSO	16%
Old Hunstanton	South End Road TPS - LSO	40%	Seagate SWS	33%
	Seagate SWS	30%	Birds	29%
			South End Road TPS – LSO	12%

Sewage Vs Diffuse Pollution

- ▶ Daily loading from 35 gulls is equivalent to crude sewage from 1 person
- ▶ Daily loading from 1 Gull is equivalent as loading from secondary treated sewage of 6 people.
- ▶ Therefore, loading from 1000 Gulls is the same loading as that from a non-UV secondary treatment works with a population equivalence of 6000 people
- ▶ Heacham WRC has a Population Equivalence of approximately 54k and has a UV plant with a 3-log reduction. The daily loading from Heacham WRC is equivalent to the daily loading from 9-10 Gulls

Scenario	Published Data
Human load per day	1.05E+10
Gull load per day	3.00E+8
Gulls per Human (Crude 1PE)	35
Human (secondary Treatment PE) per Gull	6
Human (UV treatment 2 log reduction PE log reduction) per Gull	571
Human (UV treatment 3 log reduction PE log reduction) per Gull	5714

AMP8 – our plans for the future

Further Spill Reduction at South End Road TPS

- ✓ Further optimisation may be required following review of current spill frequencies

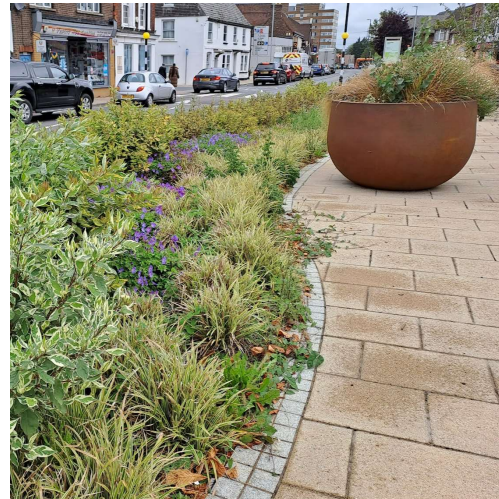


Reduction of Impacts from Seagate SWS

- ✓ A SuDS scheme has been proposed to reduce loading from Seagate SWS

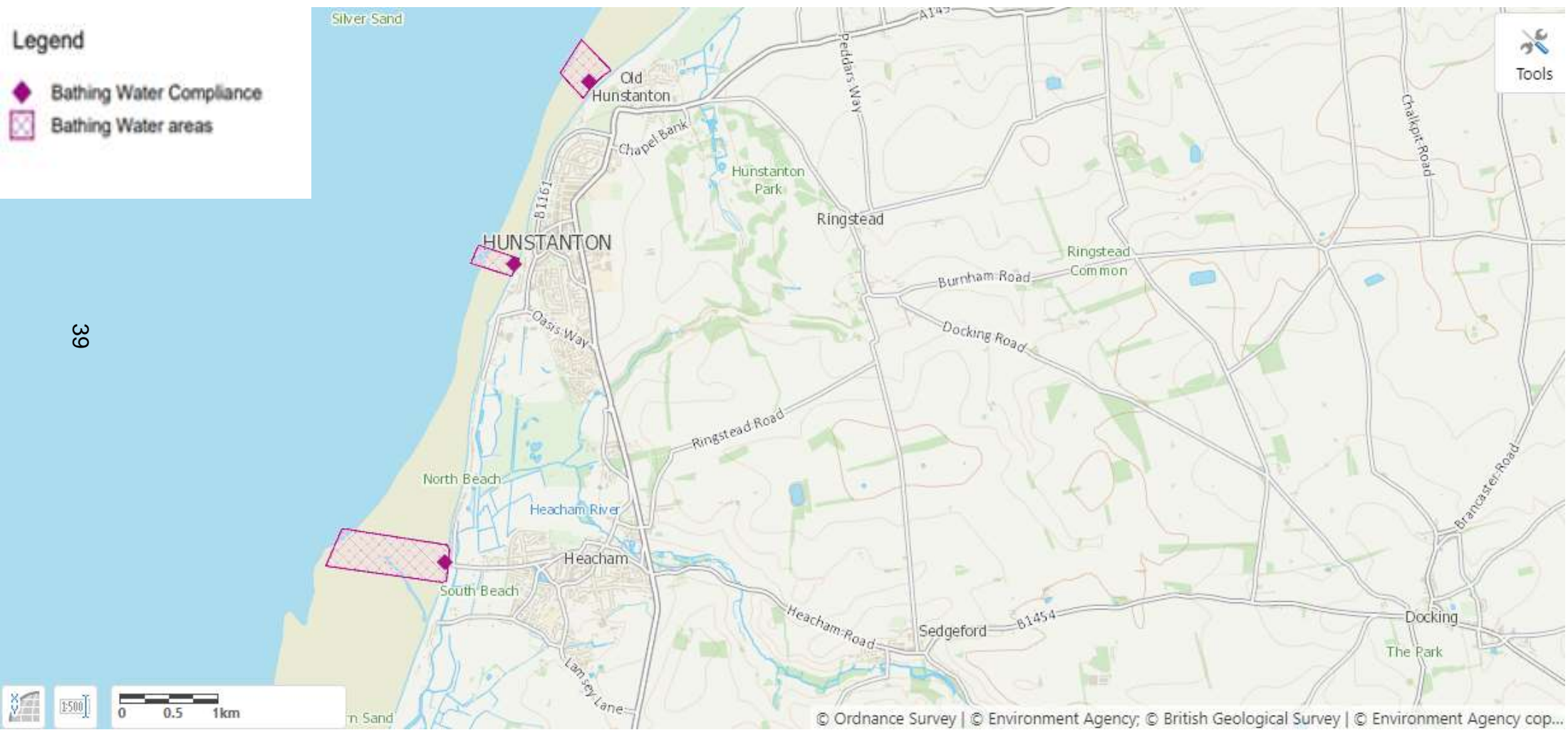


SuDs Examples



Corporate Performance Meeting Andrew Raine – Environment Manager

Location of bathing waters – October 2023



Microbial Source Tracking Analysis

Heacham

Data to date is not sufficient to draw firm conclusions as to definitive cause of poor water quality.

However:-

1. There appears to be multiple sources of faecal indicator bacteria.
2. Indication that the UV treated effluent from the Heacham STW is present some of the time, but not contributing to viable bacteria.
- 40 3. Possible link between bacteria numbers and MST markers for:
 - Birds – increased intestinal enterococci but not e.coli. Seabird marker detected consistently and at high concentrations
 - Dogs – too few data points but seems there's a link between presence of dogs and increased intestinal enterococci
4. Further Research:-
Possible link between bacteria and environmental variables:
 - Suspended solids being mobilised
 - Wind speeds and associated turbidity

Heacham 2022

Table showing bacterial and MST marker results

Determinand	Unit	Sample date						
		05/07/2022	31/07/2022	13/08/2022	01/09/2022	04/09/2022	11/09/2022	20/09/2022
confirmed Intestinal Enterococci	CFU/0.1l	210	420	220	270	250	350	720
confirmed E. Coli	No/100ml	100	250	320	18	110	45	64
Catelicoccus marker (Seabird)	IgN/0.1l	5	4.7	5.4	5.6	5.7	4.7	5.3
Mitochondrial Marker: Human	IgN/0.1l	2.6	2.9	2.7	2.7	<2	<2	2.6
Mitochondrial Marker: Dog	IgN/0.1l	<2	<2	not found	not found	<2	<2	not found
Bacteroidetes Marker: Ruminant	IgN/0.1l	not found	not found	not present	not found	not found	not found	not found
Bacteroidetes Marker: Human	IgN/0.1l	<2	<2	<2	<2	not found	<2	<2
Bacteroidetes Marker: All	IgN/0.1l	6.4	6.4	6	6.3	6.5	5.9	6.4

	Excellent
	Good
	Sufficient
	Poor

Notes:

Intestinal Enterococci and E. Coli have been colour coded to show where, individually, they might fall within a Bathing Water classification. This is a crude match as the standards are based on differing percentiles.

Hunstanton Main 2022

Table showing bacterial and MST marker results

Determinand	Unit	Sample date 2022				
		05/06/2022	30/06/2022	31/07/2022	27/08/2022	11/09/2022
confirmed Intestinal Enterococci	CFU/0.1l	160	240	450	100	420
confirmed E. Coli	No/100ml	150	120	440	82	45
Catelliococcus marker (Seabird)	IgN/0.1l	4.4	4.8	5	4.5	4.8
Mitochondrial Marker: Human	IgN/0.1l	2.6	3.1	2.5	2.4	2.7
Mitochondrial Marker: Dog	IgN/0.1l	not found	not found	2.8	not found	not found
Bacteroidetes Marker: Ruminant	IgN/0.1l	not found	not found	not found	not found	not found
Bacteroidetes Marker: Human	IgN/0.1l	<2	<2	<2	<2	<2
Bacteroidetes Marker: All	IgN/0.1l	6.3	6.2	6.4	5.8	6.1

42	Excellent
	Good
	Sufficient
	Poor

Notes:

Intestinal Enterococci and E. Coli have been colour coded to show where, individually, they might fall within a Bathing Water classification. This is a crude match as the standards are based on differing percentiles.

Old Hunstanton 2022

Table showing bacterial and MST marker results

Determinand	Unit	Sample date 2022			
		30/06/2022	31/07/2022	13/08/2022	11/09/2022
confirmed Intestinal Enterococci	CFU/0.1l	100	170	380	320
confirmed E. Coli	No/100ml	18	310	200	330
Catelicoccus marker (Seabird)	lgN/0.1l	4.1	4.9	4.5	4.4
Mitochondrial Marker: Human	lgN/0.1l	<2	3.5	2.4	<2 (not found)
Mitochondrial Marker: Dog	lgN/0.1l	not found	not found	not found	<2
Bacteroidetes Marker: Ruminant	lgN/0.1l	not found	not found	not found	not found
Bacteroidetes Marker: Human	lgN/0.1l	<2	<2	<2	<2
Bacteroidetes Marker: All	lgN/0.1l	6	6.3	6.2	6.2

	Excellent
	Good
	Sufficient
	Poor

Notes:

Intestinal Enterococci and E. Coli have been colour coded to show where, individually, they might fall within a Bathing Water classification. This is a crude match as the standards are based on differing percentiles.

Heacham 2023

Table showing bacterial and MST marker results

Determinand	Unit	Sample date 2023			
		06/06/2023	10/08/2023 at 13:35	10/08/2023 at 15:54	25/09/2023
confirmed Intestinal Enterococci	CFU/0.1l	200	270	650	Awaiting results
confirmed E. Coli	No/100ml	55	18	73	
Catelicoccus marker (Seabird)	IgN/0.1l	4.4	5.2	5.1	
Mitochondrial Marker: Human	IgN/0.1l	3.2	3.2	3	
Mitochondrial Marker: Dog	IgN/0.1l	not found	not found	<2	
Bacteroidetes Marker: Ruminant	IgN/0.1l	not found	not found	not found	
Bacteroidetes Marker: Human	IgN/0.1l	<2	<2	<2	
Bacteroidetes Marker: All	IgN/0.1l	6.8	7	7	

- Excellent
- Good
- Sufficient
- Poor

Notes:

Intestinal Enterococci and E. Coli have been colour coded to show where, individually, they might fall within a Bathing Water classification. This is a crude match as the standards are based on differing percentiles.

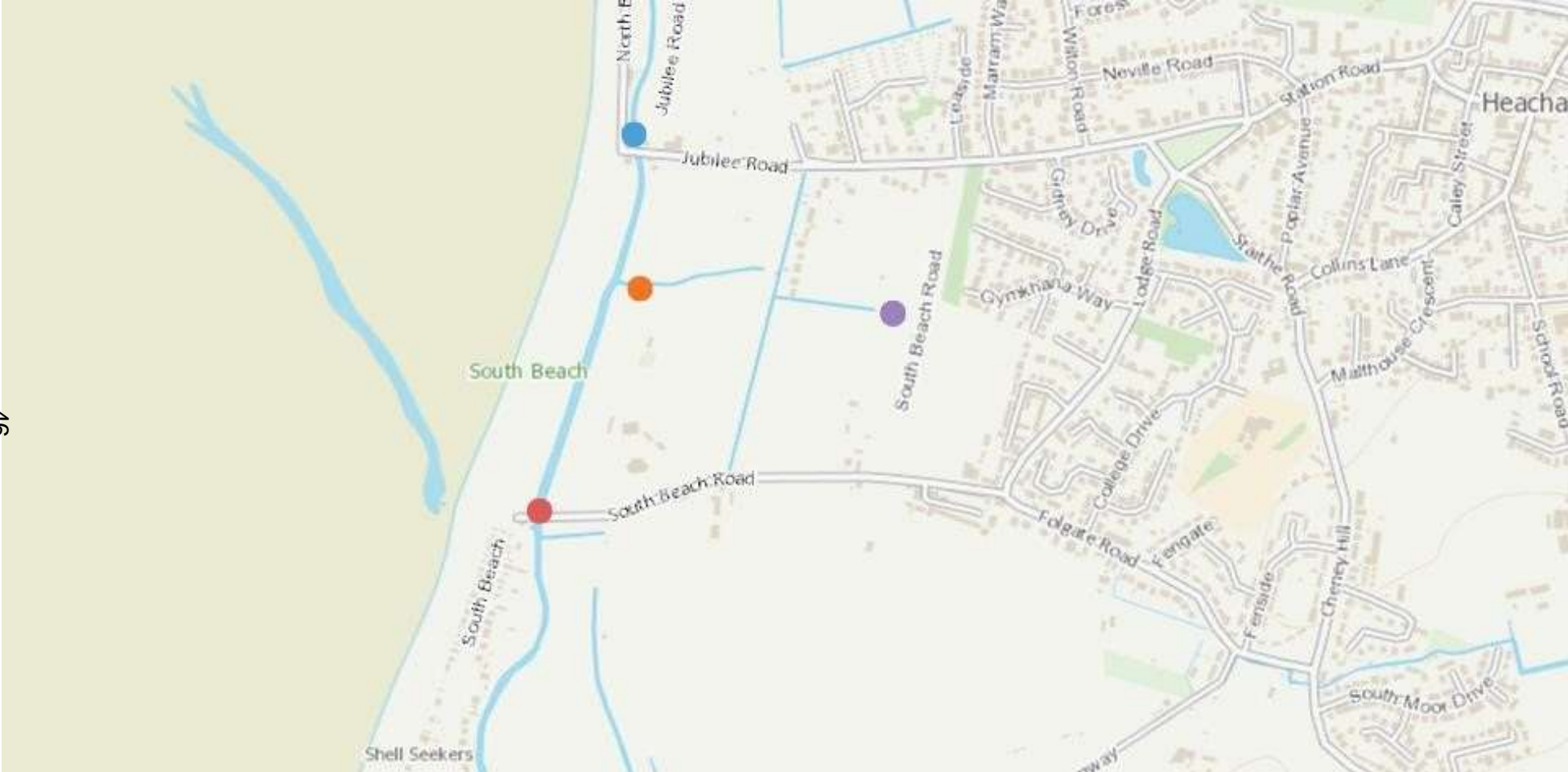
Bathing Water Regulations Classification Thresholds.

Classification	Thresholds (percentile)
Coastal Bathing Waters	
Excellent	EC: ≤ 250 cfu/100ml ; IE: ≤ 100 cfu/100ml (95th percentile)
Good	EC: ≤ 500 cfu/100ml ; IE: ≤ 200 cfu/100ml (95th percentile)
Sufficient	EC: ≤ 500 cfu/100ml ; IE: ≤ 185 cfu/100ml (90th percentile)
Poor	means that the values are worse than the sufficient
Inland Bathing Waters	
Excellent	EC: ≤ 500 cfu/100ml ; IE: ≤ 200 cfu/100ml (95th percentile)
Good	EC: ≤ 1000 cfu/100ml ; IE: ≤ 400 cfu/100ml (95th percentile)
Sufficient	EC: ≤ 900 cfu/100ml ; IE: ≤ 330 cfu/100ml (90th percentile)
Poor	means that the values are worse than the sufficient

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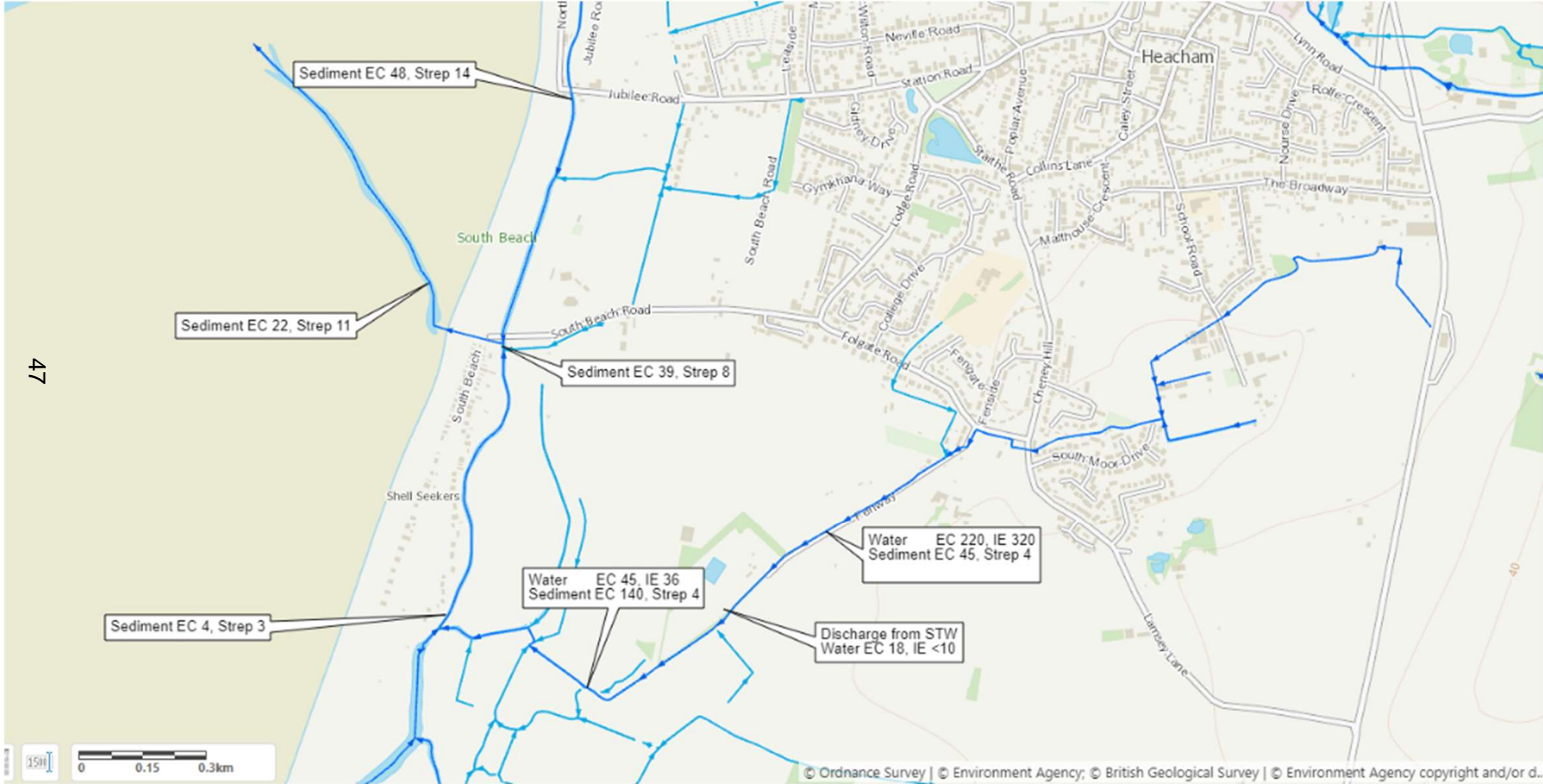
Key EC: Escherichia coli, IE: Intestinal enterococci, cfu: [Colony Forming Units](#)

Additional monthly sampling of Heacham River



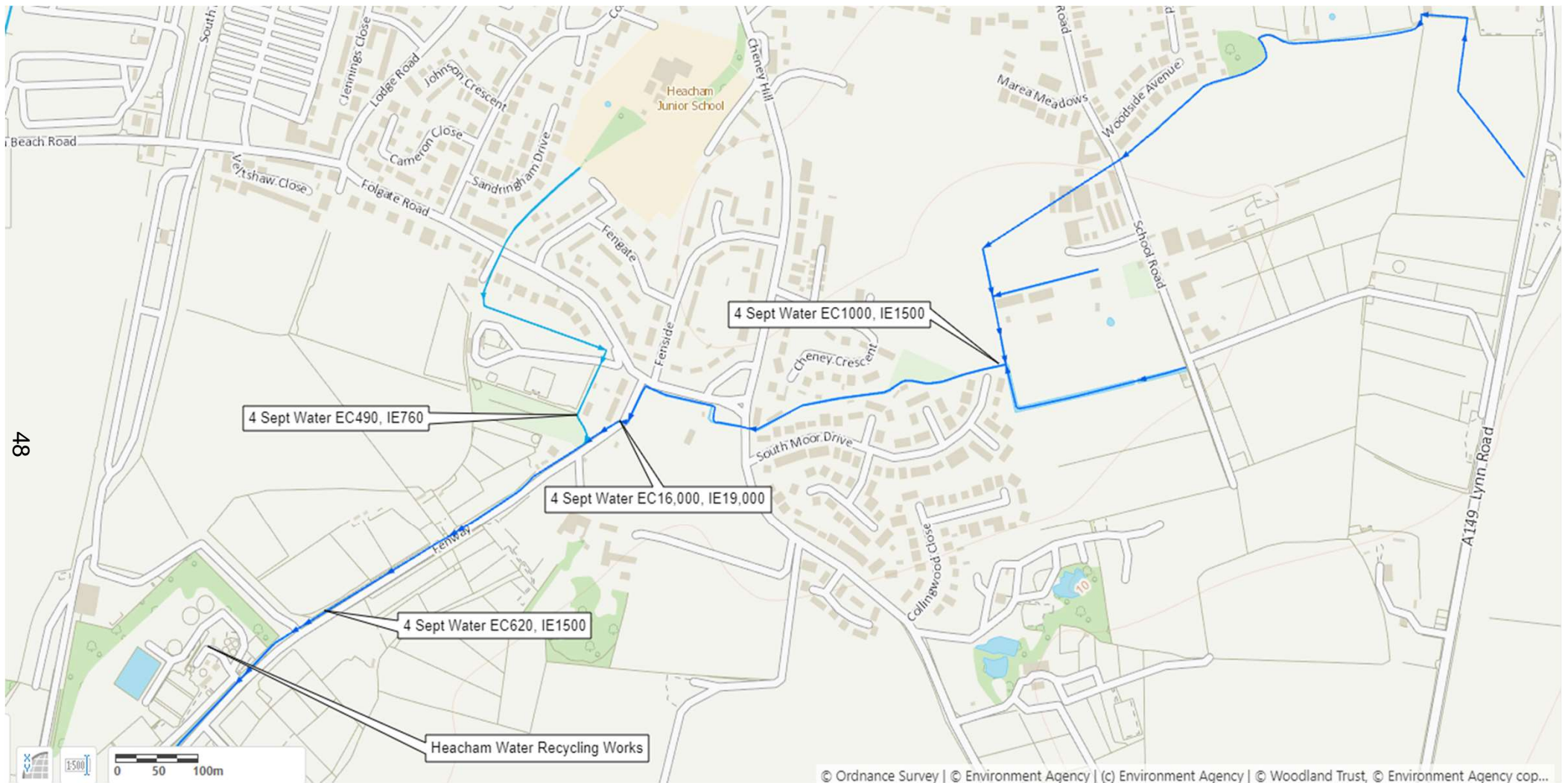
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22nd August 2023 - Extra sampling results



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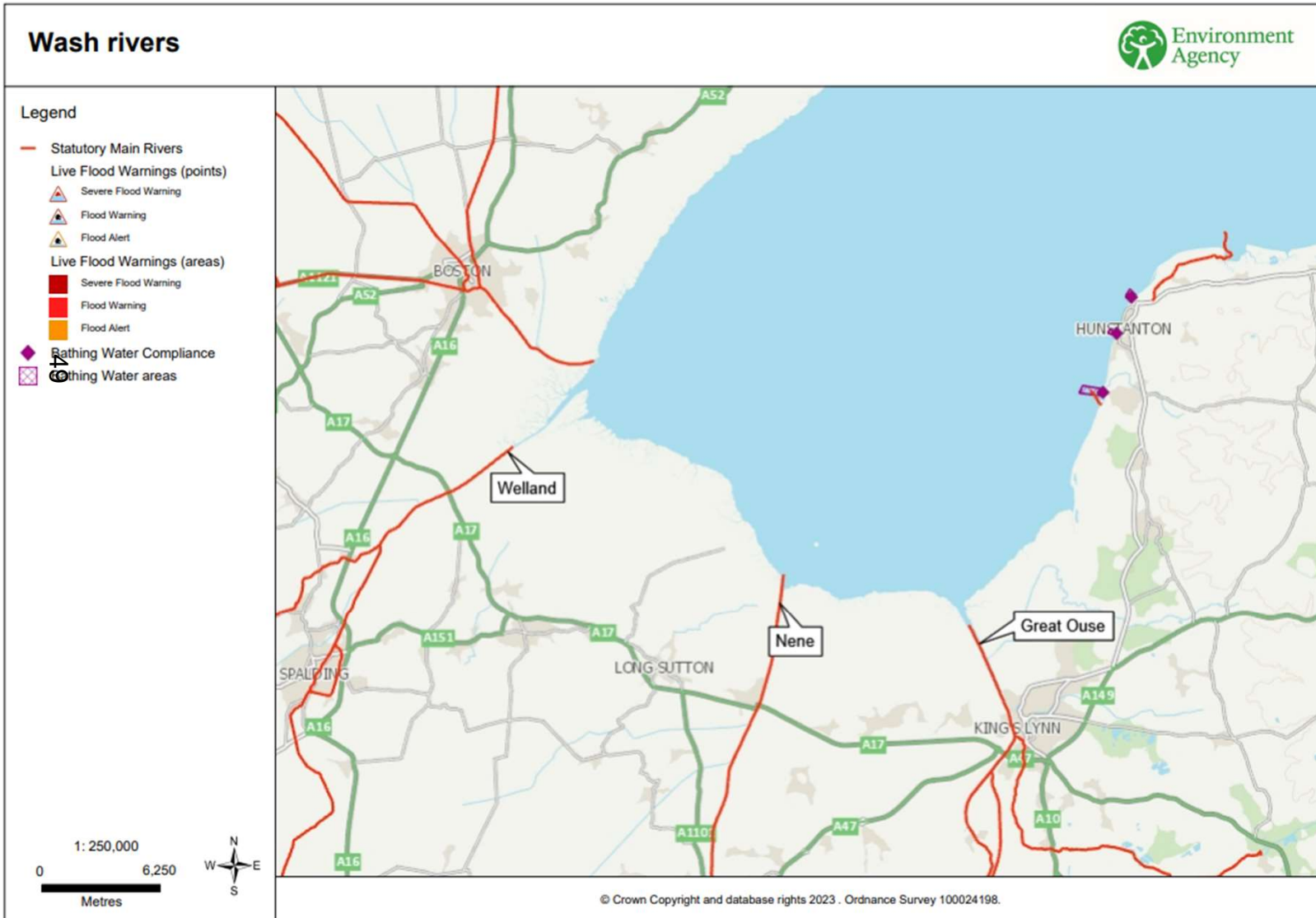
4th September 2023 – Extra sampling results



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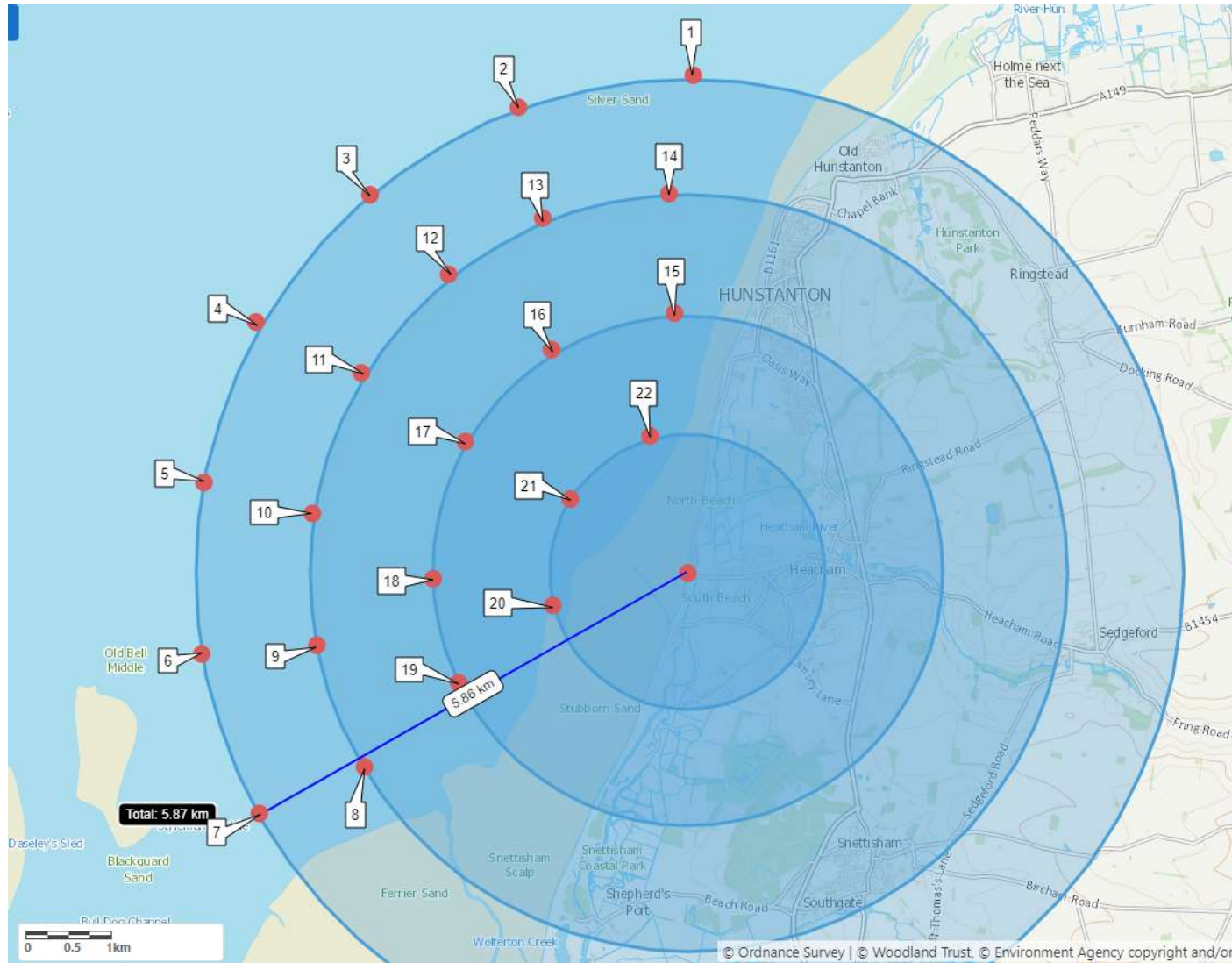


Further Wash Contribution

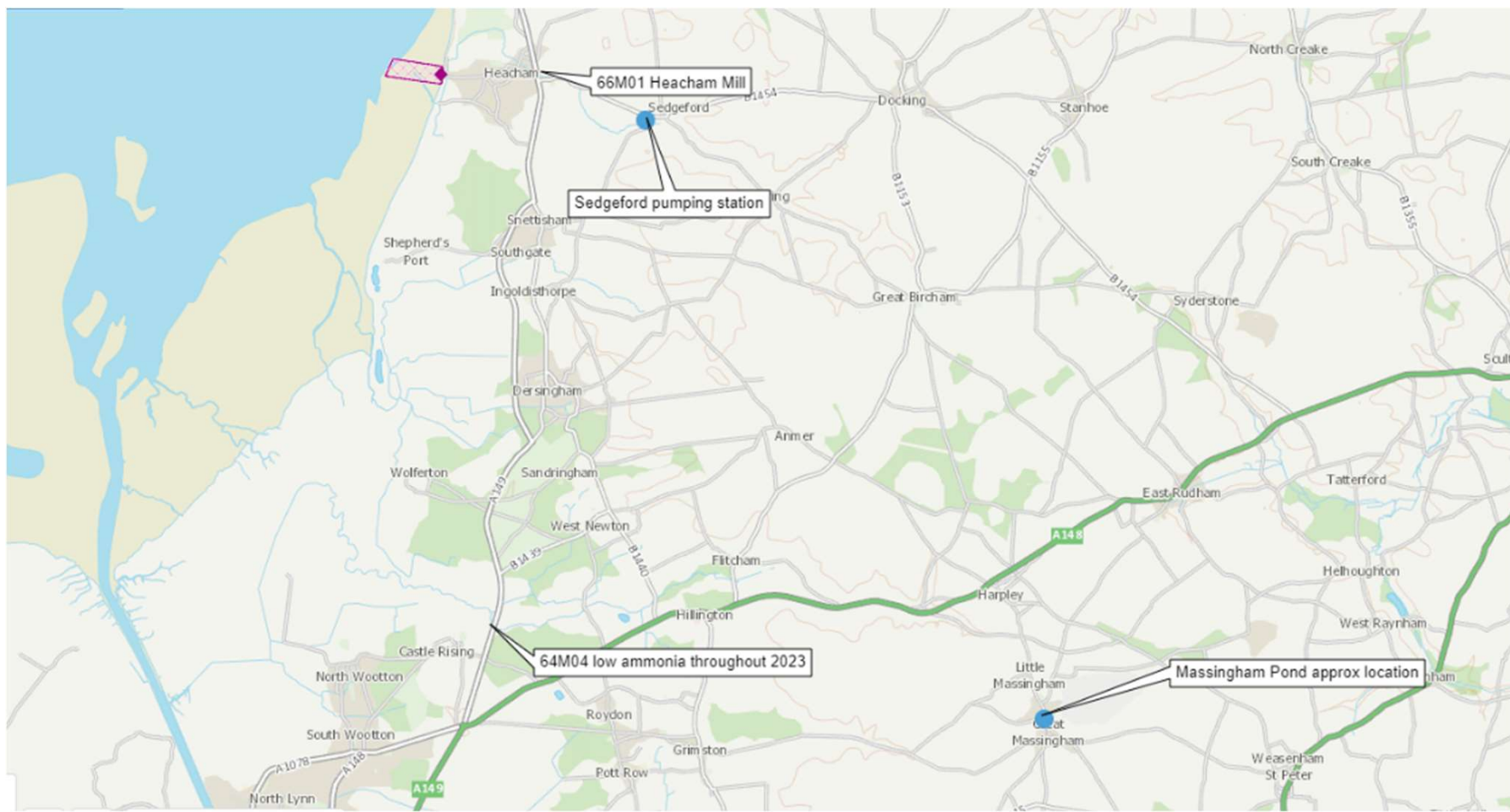


Heacham concentric ring bacti sampling 22/09/23

50



Additional actions undertaken – 7 Agriculture Visits, Sedgeford Pumping Station & Massingham Pond



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Non-mains drainage investigation

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Heacham Bathing Water - September 2023

What is the Bathing water season?

[The Bathing Water Regulations 2013](#) set out the bathing water season, which runs from 15 May to 30 September inclusive each year. The Environment Agency is responsible for sampling for 2 types of bacteria at designated bathing waters during the season. Sampling must start just before the season and include some weekend and bank holiday samples, when the largest number of bathers are often present.

What does a bathing water designation mean?

This means that the water has been designated by Defra as a bathing water – it will therefore be tested by the Environment Agency during the bathing water season and given a classification. Designation does not mean that the site meets water quality standards or is safe to swim in. More info on the designation process can be found at: <https://www.gov.uk/government/publications/bathing-waters-apply-to-designate-or-de-designate/designate-a-bathing-water-guidance-on-how-to-apply>

When and how does the Environment Agency sample?

The regulations dictate that the Environment Agency must set a program before the beginning of the season and stick to it as much as possible, taking each water sample at 30cm depth after wading into 1 metre of water then analyse within 4 hours, or within 24 hours if refrigerated (Environment Agency vans are refrigerated). The results are then available 2-5 days later as the bacteria have to be plated up and grown before being counted.

There is a set protocol for the sampling, including sterile bottles and aseptic techniques. Heacham bathing water is sampled 20 times each season.

Where is Heacham bathing water?



How do I find out about bathing water quality?

The Swimfo site ([link below](#)) contains lots of useful info about bathing water quality – you can see all the data through the years with maps and details of investigations. If there is a known relevant pollution incident ongoing this will be flagged on this site too: <https://environment.data.gov.uk/bwa/profiles/>

If the beach, like Heacham, has Pollution Risk Forecasting (see below), the bathing water status is also flagged daily by the Environment Agency in a 24-hour cycle by automatic national modelling which considers different parameters at each location. This forecasting is not driven by actual samples but by algorithms that shows when the bacteria might be higher by looking at things such as rain, tide, sunlight, and wind.

What do you sample for?

Samples are analysed by set protocol for *Escherichia Coli* (E.C) and Intestinal Enterococci (I.E), 2 bacteria found in the gut of many animals such as humans, birds, dogs, and seals. These are used as faecal indicator organisms for other pathogens such as viruses.

Classification of bathing water

The bathing water bacterial counts taken over the last 4 years are put through a complicated calculation which is set out in the regulations to get a figure which is then compared with the table below to give the classification.



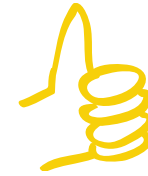
Future Actions

- **Continue with agricultural visits in the area.**
- **Further visits to Heacham this winter to look for septic tanks/pollution in southern trib.**
- **Further work upstream of Heacham STW following joint visit with AWS.**
- **Further contact to be made with each of Heacham's caravan parks regarding sewage disposal and pollution prevention measures.**
- **Wash meetings and potential for more sampling at Ouse and Nene.**
- **Extra sampling and sites reviewed on River Heacham - application to the Water Quality Commission Report.**
- **We will continue to send out monthly updates on the joint action plan.**

Any questions?



Thank you for listening



POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	13 November 2023		
TITLE:	Final Council Tax Support Scheme 2024/2025		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Finance		
REPORT AUTHOR:	Jo Stanton, Revenues and Benefits Manager		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY

<p>PURPOSE OF REPORT</p> <p>We operate a scheme to help working age people on low incomes with the cost of their council tax by reducing their council tax bill. This is known as the Council Tax Support (CTS) scheme. There are national regulations for a CTS Scheme for customers who have reached pension age, but we are free to decide the rules for our own CTS schemes for working age people in our area, taking into account certain government requirements. This report only refers to our CTS Scheme for working age people.</p> <p>This report follows on from the Corporate Performance Panel (CPP) report of 24 July 2023 outlining the options for a draft CTS Scheme to go to public consultation and recommending Option 1. At its meeting on 1 August 2023 Cabinet agreed that Option 1 was their preferred scheme to consult on and a public consultation ran from 21 August 2023 to 1 October 2023. The results are summarised at section 3 and Appendix C.</p> <p>The final CTS scheme for 2024/2025 must now be agreed by January 2024 ready for implementation on 1 April 2024.</p>
<p>KEY ISSUES:</p> <p>Our CTS Scheme is reviewed annually and can only be amended from the start of a financial year. The Panel is asked to consider the consultation responses and whether it continues to support Option 1 as the final CTS scheme for working age people for 2024/2025.</p>
<p>OPTIONS CONSIDERED:</p> <p>The CPP CTS Report of 24 July 2023 for the draft CTS scheme included several options for a revised scheme. Option 1 was chosen as the preferred scheme for consultation.</p>
<p>RECOMMENDATIONS:</p> <p>The Panel notes the consultation responses and decides whether to recommend to Cabinet and Council that the changes detailed Option 1 are adopted as the final CTS Scheme for 2024/2025.</p>
<p>REASONS FOR RECOMMENDATIONS:</p> <p>To ensure a working age CTS Scheme for 2024/2025 is agreed by full Council by the operational deadline of 31 January 2024 and the statutory deadline of 11 March 2024.</p>

1. Introduction

- 1.1. We operate a scheme known as Council Tax Support (CTS) to help working age people on low incomes with the cost of their council tax bills. There are national regulations for the CTS Scheme for customers who have reached pension age.
- 1.2. The CTS regulations¹ require us to decide our own CTS scheme for working age people which we must review and agree each financial year, taking into account the government requirement to consider the impact on vulnerable groups and to incentivise work. The CTS regulations also set out the process we must follow when reviewing and agreeing our scheme². We must first consult with our major Preceptors (Norfolk County Council and the Police and Crime Commissioner), then decide a draft CTS scheme to go to public consultation. Once the consultation closes the final CTS scheme must be agreed by full Council by March 2024, before the start of the new financial year, although for operational reasons a January 2024 deadline is imposed.
- 1.3. The draft CTS scheme has been decided and the consultation has now closed. This report contains the results of the consultation and makes recommendations for the final CTS Scheme for 2024/2025. It also contains updated estimates of the financial implications at section 4 and a refreshed Equality Impact Assessment Pre-Screening form at Appendix A.
- 1.4. This report should be read in conjunction with the 'Draft Council Tax Support Scheme for 2024/2025' reports and minutes from the Corporate Performance Panel meeting of 24 July 2023 and Cabinet meeting of 1 August 2023. These reports deal with the process of selecting the draft CTS Scheme for consultation and contain the details of each of the options considered, and the option chosen for the draft CTS scheme.
- 1.5. The final CTS Scheme for working age people for 2024/2025 will be considered by Cabinet on 5 December 2023 and full Council on 31 January 2024.

2. Options considered by the Panel and Cabinet

- 2.1. CPP and Cabinet have already been presented with four options for the draft CTS Scheme to go to public consultation. The options were:
 - Option 1: Make the CTS Scheme more generous by using the Protected Scheme rules as the rules for the Local Scheme
 - Option 2: Reduce the taxbase impact of the CTS Scheme by reducing the Protected Groups
 - Option 3: Look at alternative models for assessing and paying CTS
 - Option 4: No change
- 2.2. The Panel recommended Option 1 to Cabinet as their preferred choice, and Cabinet selected this as the option to go to public consultation. Full details of the options are in the original reports, and details of Option 1 are also included at Appendix B for ease of reference. A summary of our current CTS schemes, the national CTS scheme and the draft scheme that went to public consultation is included below:

¹ S13A(2) Local Government Finance Act 1992

² Schedule 1A 3(1) Local Government Finance Act 1992

	Our Current Local Scheme³	Our Current Protected Scheme⁴	National Pension Age Scheme	Our Proposed Scheme (Option 1)⁵
Maximum Level of Support	84%	100%	100%	100%
Capital Limit	£6,000	£16,000	£16,000	£16,000
Weekly Deduction for a Non-Dependant:				
• Not working	£10	£4.60	£4.60	£4.60
• Weekly Earnings under £236	£10	£4.60	£4.60	£4.60
• Weekly Earnings between £236-£410	£10	£9.40	£9.40	£9.40
• Weekly Earnings between £410-£511	£10	£11.80	£11.80	£11.80
• Weekly Earnings above £511	£10	£14.15	£14.15	£14.15
• Any other not included above	£10	£0	£0	£0
Weekly Earnings Disregard:				
• Single	£15	£15	£5	£15
• Couple	£20	£20	£10	£20
• Disabled or Carer	£30	£30	£20	£30
• Lone Parent	£35	£35	£25	£35
Self-employed people – earnings used	Minimum income floor ⁶	Actual earnings	Actual earnings	Actual earnings
Second Adult Rebate ⁷	None	Included	Included	Included

2.3. Option 1 increases the help to people not in a protected group, but also extends the scheme to more people as the criteria are more generous. Increasing the capital limit brings more people into the scope of the CTS Scheme, and changing the deduction for a non-dependant means more people can claim.

2.4. The CTS Scheme rules will also continue to reflect any relevant welfare benefit changes made to the working age Housing Benefit scheme.

3. Consultation

3.1. In response to feedback from the 2023/2024 scheme consultation, the survey questions have been refreshed and reworded to make them clearer and to attempt to promote more engagement and responses. The updated questions are shown in Appendix C. The consultation was widely publicised with press and radio coverage and promotions on social media.

3.2. The consultation also included an online calculator so people could check if they would be eligible to claim CTS, or if their CTS would increase under our proposals. This went live on 11 September 2023 and six people have used this service.

³ Applies to working age people not in a Protected Group

⁴ Applies to working age people in a Protected Group

⁵ Proposed for all working age people

⁶ Instead of using actual earnings we use an assumed earnings amount based on the number of hours worked, multiplied by the national minimum wage.

⁷ Certain people who do not qualify for CTS can receive a discount of up to 25% if they have a second adult living with them who is on a low income.

- 3.3. The public consultation ran for six weeks from 21 August 2023 to 1 October 2023. The consultation webpage received 2,345 hits and 41 surveys were completed, a 64% increase compared to the 25 responses received in 2023/2024.
- 3.4. The consultation response from Norfolk County Council is included in the CPP and Cabinet reports for the draft CTS scheme. Norfolk's Police and Crime Commissioner has not responded.
- 3.5. The full results of the survey, including all the comments, are included at Appendix C which should be read in conjunction with this section. The responses show the following:
- 37% of people agree with the proposals, 51% disagree and 12% said they do not know,
 - 7% of people who responded are receiving CTS, the remaining 93% are not,
 - To fund a more generous scheme, 51% of people said we should spend less on other schemes or projects, 15% said we should make savings elsewhere and 7% felt we should increase council tax. 27% were not sure how we should fund any extra cost, and
 - 34% of people who were responded are over the age of 65
- 3.6. There are a wide range of comments about the scheme and possible alternatives. The two main themes are:
- support for increasing the help given to those who are more vulnerable and on lower incomes; and
 - not spending more to help people already in receipt of CTS. Some people feel our CTS scheme is already too generous and that everyone should contribute to their council tax bill, whilst others feel not enough help is given to people in need.
- 3.7. It is worth noting that a significant proportion of working age people receiving CTS are employed and 43% of people also claiming Universal Credit are working or self-employed.
- 3.8. There is strong feeling that council taxpayers should not be penalised by an increase in council tax to cover any additional cost of a more generous CTS scheme. Most people suggest funding the changes by spending less on other projects and subsidies, or by making savings elsewhere.
- 3.9. However, the CTS caseload has reduced over the past year and is having less of a financial impact than was estimated in the Financial Plan. This means there is sufficient scope to cover the additional cost of a more generous scheme without having to specifically raise council tax or spend less on other services.
- 3.10. More information on the financial implications is included at Section 4.

4. Financial Implications

- 4.1. CTS is treated as a council tax discount and the financial impact is expressed in Band D equivalent properties as part of our annual taxbase calculation which feeds into the council tax and budget setting process.

4.2. The overall cost of CTS is shared between the Preceptors in proportion to their shares of the council tax bill. Our share is 6.8%.

4.3. The actual amount of CTS awarded, and therefore the financial impact on our income, can be calculated by multiplying the number of Band D equivalent properties by the Band D council tax charge, either for the total charge to give the overall cost, or the preceptor's charge to give an individual cost.

4.4. The table below shows the impact of the 2023/2024 CTS Scheme and the estimated impact of the revised CTS scheme for 2024/2025 under Option 1. The more generous scheme reduces the taxbase by an additional 128.4 band D properties and will cost £271,400, of which our share is £18,471. The total impact is for all CTS claims, including working age and pension age customers.

2024/2025	Band D Council Tax		Current Budget Impact	Impact of Making the Scheme More Generous	Total impact
Reduction in Band D Equivalent Properties 2024/2025			4,764.5	128.4	4,892.9
Norfolk County Council	£1,592.64	75.3%	£ 7,588,133	£ 204,469	£ 7,792,602
Police and Crime Commissioner	£ 302.94	14.3%	£ 1,443,358	£ 38,892	£ 1,482,250
Borough Council	£ 143.87	6.8%	£ 685,469	£ 18,471	£ 703,939
Parish / Town Councils	£ 74.53	3.5%	£ 355,098	£ 9,568	£ 364,667
Total	£2,113.98	100.0%	10,072,058	£ 271,400	£ 10,343,458

4.5. The proposed council taxbase for 2024/2025 was calculated at the start of October 2023. The working age CTS caseload has reduced by 6% in the last 12 months, so the financial impact of the current CTS scheme is lower than the estimate.

4.6. We have 591.6 more band D properties than we estimated in the Financial Plan. This is due to a reduction in the CTS caseload (408.1 band D properties) and new properties being added to the council tax list (183.5 band D properties).

4.7. This growth is sufficient to offset the additional 128.4 band D property impact of the more generous CTS Scheme proposed for 2024/2025. This means we can implement a more generous scheme whilst remaining within the estimates in the Financial Plan and would not need to increase council tax or make cuts to other services.

5. Recommendation

5.1 The Panel notes the consultation responses and decides whether to recommend to Cabinet and Council that the changes detailed Option 1 are adopted as the final CTS Scheme for 2024/2025.

6. Equal Opportunity Considerations

6.1. The Equality Impact Assessment Pre-Screening form for implementing Option 1 is included at Appendix A. It will have positive equality impacts as it maintains the more generous CTS support for those in vulnerable groups and those with relevant protected characteristics, whilst providing more help to customers not in vulnerable groups or covered by equality considerations.

6.2. On 1 October 2023 there are 1,259 CTS claims not in a protected group with a 84% limit on their maximum level of support. Making the working age CTS scheme more

generous would reduce the council tax bill of 1,259 households meaning they have less, or no, council tax to pay.

7. Any other Implications/Risks

- 7.1. The budget impact of the CTS scheme is based upon the household numbers described above which form the basis of the Financial Plan. The impact will be affected by the changing circumstances and demographic of our taxpayers; for example, household welfare, age mix and additional households entering our tax base.
- 7.2. The CTS scheme is based on an assessment of a household's income against an allowed amount. The cost-of-living crisis is not causing an increase in the CTS caseload as household incomes are generally stable or rising with higher pay rises. However, household expenditure is also increasing causing pressure on household budgets. Other support with these rising costs is being given by us (for example through the Household Support Fund) and from other organisations.
- 7.3. In the current economic climate, the risk assessment cannot be neutral, but it is considered that there is sufficient flexibility in our financial structure to withstand any adverse impact.
- 7.4. If the CTS caseload falls our taxbase and council tax income will increase, creating a surplus on the Collection Fund.
- 7.5. The impact of the CTS scheme is, and will continue to be, operationally reviewed monthly and reported to Members annually in October.

8. Corporate Priorities

- 8.1. The CTS Schemes supports the promotion of Social Mobility and Inclusion for our residents.
- 8.2. Implementing an option where the scheme is made more generous will increase the income of over 1,250 households who are not in a Protected Group but will adversely affect the Financial Plan.

Appendix A

Pre-Screening Equality Impact Assessment

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



Name of policy/service/function	Local Council Tax Support Scheme 2024/2025				
Is this a new or existing policy/service/function?	Continuation of, and updates to, an existing Policy				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations	Council Tax Support is a discount given to residents on a low income to help with the cost of their council tax bill. The council is free to agree its own local scheme for the discount for working age people.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age	√			
	Disability	√			
	Gender			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
	Other (eg low income)	√			
Question	Answer	Comments			
<p>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	No				
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	No				
<p>4. Is the policy/service specifically designed to tackle <u>evidence of disadvantage</u> or potential discrimination?</p>	Yes	The CTS Scheme is designed to help people on low incomes or in receipt of certain welfare benefits with the cost of their council tax bill.			

<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	<p>No</p>	<p>Actions:</p>
		<p>Actions agreed by EWG member:</p>
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary: The CTS Scheme is designed to help working age local residents on low incomes with the cost of their council tax bill. The help is provided through a discount on their council tax bill. The CTS scheme is being updated and made more generous for 2024/2025. This means more people will be eligible for help, and the removal of the cap on the maximum level of support means those already receiving help could see their CTS award increase. These impacts are all positive and will increase the financial support given to residents.</p> <p>Decision agreed by EWG member:</p>		
<p>Assessment completed by: Name</p>	<p>Jo Stanton</p>	
<p>Job title</p>	<p>Revenues and Benefits Manager</p>	
<p>Date</p>	<p>2 October 2023</p>	

Appendix B

Option 1: Make the CTS Scheme more generous by using the Protected Scheme rules as the rules for the Local Scheme

We could consider changes to the principles of the existing CTS scheme model to bring the Local and Protected Schemes in line and make our Local Scheme more generous.

There are currently 5,240 working age households claiming CTS, and 3,700 (over 70%) of these are in a protected group, with 1,540 assessed using our Local Scheme rules. *N.B. - these figures are updated at Section 4.*

There is a growing trend across England for local authorities to make their CTS schemes more generous in response to the cost of living crisis. In 2022/2023 29 authorities increased their level of support, and around a third of CTS schemes now cover up to 100% of a household's council tax bill.

Another reason to use the more generous rules is the wider rollout of Universal Credit (UC). People in protected groups are often identified by their entitlement to certain benefits, but over the next two years these benefits will end and be replaced by UC. This means we will not be able to identify these households as needing protection and they may lose out on support if the two schemes are not the same.

The changes to bring the schemes for the two groups into line would include:

- **Increasing the maximum weekly council tax bill that is paid under the scheme to 100%:**
This would mean all working age people could receive CTS for up to 100% of their council tax bill (people who have excess income, for example if they have earnings above the disregard as shown in Appendix A, may receive less than 100% CTS).
- **Raising the Capital Limit:**
Under our Local Scheme the maximum amount a household can hold in capital (money, shares and savings) is £6,000. Raising this to £16,000 would be in line with the Protected and Pension Age Schemes and would mean more people are able to claim CTS.
- **Changing Non-Dependant Deductions:**
To align both schemes the non-dependant deduction rates will need to be changed. The deductions for the non-protected groups would be aligned with the two other schemes so the same deductions are applied to all customers.
- **Changing the treatment of Self-employed people:**
The rules for earnings for self-employed people would be amended to mirror those for the protected groups and pension age schemes
- **Re-introducing Second Adult Rebate**
The numbers of people qualifying for this discount are generally low, and it has been removed for our Local Scheme. This would be reinstated in line with the Protected and Pension Age schemes.
- **Retaining the more generous Earnings Rules and War Pension rules**
The extra £10 weekly earning disregard would be retained for our Local scheme and we would continue to disregard War Pensions.

Appendix C – Consultation Survey and Responses

Summary of Consultation Survey Questions

No.	Question
1	I confirm I have read and understood the information on the CTS Consultation webpage
2	Do you agree or disagree with our proposals for making our working age CTS Scheme more generous?
2a	What are your reasons for your answer?
3	How do you think we should find the additional money for the scheme?
4	<p>We would like to hear your views on any other changes you think we should make to our CTS scheme and the reasons for these.</p> <p>Please use the space below to explain what changes you would like to see and the reasons for this.</p> <p>We would also like to know what you think the impact will be on both people receiving CTS, and other council tax payers who will be impacted by the financial effects of any changes to our CTS scheme.</p>
4a	The changes I would propose are:
4b	The reasons for these changes are:
4c	The impact on Council Tax Support recipients and wider council tax payers will be:
5	Equality Questions
5a	Do you receive CTS?
5b	What is your age group?
5c	Are you Male / Female / Other / Prefer not to Say

Responses to Survey Questions

Q1 - I confirm I have read and understood the information on the Council Tax Support webpage	%
Yes	100%
No	0%
Totals	100%

Q2 - Do you agree or disagree with our proposals for making our working age CTS scheme more generous	Total	%
Agree	15	36.6%
Disagree	21	51.2%
Don't know	5	12.2%
Totals	41	100.0%

Q3 - How do you think we should find the additional money for the scheme?	Total	%
By increasing Council Tax	3	7.3%
By making savings elsewhere	6	14.6%
By not spending as much on other schemes or projects	21	51.2%
Not sure	11	26.8%
Totals	41	99.9%

Q5a - Are you, or someone in your household, getting Council Tax Support at this time?	Total	%
Yes	3	7.3%
No	38	92.7%
Totals	41	100.0%

Q5b - What is your gender?	%
Male	34.1%
Female	48.8%
Prefer not	17.1%
Totals	100.0%

Q5c - What is your Age?	Total	%
18-24	0	0.0%
25-34	5	12.2%
35-44	4	9.8%
45-54	8	19.5%
55-64	6	14.6%
65-74	11	26.8%
75-84	3	7.3%
85+	0	0.0%
Prefer not to say	4	9.8%
Totals	41	100.00%

Q5d - Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?	Total	%
Yes	9	22.0%
No	24	58.5%
Don't know/Not sure	3	7.3%
Prefer not to say	5	12.2%
Totals	41	100.0%

Council Tax Support Survey 2024 - Results

I confirm I have read and understood the information on the CTS Consultation webpage	Do you agree or disagree with our proposals for making our working age CTS Scheme more generous?	What are the reasons for your answer?	How do you think we should find the additional money for the scheme?	Any further comments:	We would like to hear your views on any other changes you think we should make to our CTS scheme and the reasons for these. Please use the space below to explain what changes you would like to see and the reasons for this.		
					We would also like to know what you think the impact will be on both people receiving CTS, and other council tax payers who will be impacted by the financial effects of any changes to our CTS scheme.		
					The changes I would propose are:	The reasons for these changes are:	The impact on Council Tax Support recipients and wider council tax payers will be:
Yes	Agree	I feel that some people do require extra support, especially during the current economic climate	By making savings elsewhere	I am sure savings could be made elsewhere and feel it would be unfair to raise Council tax for those not entitled to support, some people who are not eligible for support are also struggling and council tax has a large impact on peoples income being the 2nd highest bill next to rent/mortgage	To increase the council tax support, however to find the extra from other means apart from increasing the council tax for non claiming residents	to keep the council tax affordable for all	Not sure

Yes	Agree	People are really struggling with the cost of living, so this will help reduce the pressure	By not spending as much on other schemes or projects	I think it's important, but don't believe it's fair to increase Council Tax for everyone else to pay for it, as everyone's already struggling with the cost of living, especially rents and mortgage payments	I don't know enough to propose any changes	As above	If it doesn't go ahead, then we'll see more people getting into debt and using food banks
Yes	Don't know		By not spending as much on other schemes or projects				
Yes	Disagree	Everyone needs to pay something, the more people who get a free ride the more others have to pay. I think it's selfish and wrong	By not spending as much on other schemes or projects	If it costs you £18000 it will cost the county council even more so other people will suffer and the wrong.	Leaving the CTS as it is, it is more than generous and people should be satisfied. It's a ridiculous idea going for 100% and you should think about other people	The previous scheme is more than adequate, to many people are expecting more handouts and that's an insult to hard working people	The impact wouldn't change from last year

Yes	Agree	It seems to simplify the scheme and bring it in line with other schemes which means it will be easier to understand for recipients and easier to administer. All good things. The cost to council is small, and likely could be swallowed simply from the efficiency savings alone. NCC already has a big budget and PCC gets too much money already.	By not spending as much on other schemes or projects	Scale back or scrap the big vanity projects that the Tories put in place.	No I think the new proposal is good enough	The new proposal is good	Particularly during this cost of living and inflation crisis, but also generally, the most vulnerable need additional support. The new scheme offers people that help. It also makes things simpler which is a big benefit.
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Yes	Agree		By not spending as much on other schemes or projects				
Yes	Disagree		Not sure	Don't make it more generous and then you won't have to find additional money for the scheme. Other people shouldn't have to suffer and pay more council tax or have reduced spending on other schemes, for those people who already get benefit, to then get even more benefit	None	keep things as they are, people already get enough help.	People who don't qualify are still impacted by the cost of living and having their council tax raised to fund those who are already getting help is just not fair. Those who already get help then benefit from lots of other support so this doesn't need increasing.

Yes	Disagree	There are numerous other benefits. etc. available to the less well off. Including food banks. The existing level of support is generous already and at the time of a cost of living crisis everybody is having to make savings and manage their budgets more.	By not spending as much on other schemes or projects	It seems to me that there is a new section of "poor" in the community which is ignored. People who are on the government pension (particularly the, "old scheme") with a small private pension, cannot get any support. While all governments departments , national and local keep awarding extra benefits to those already getting support.	I propose no change / a reduction in the existing scheme. 85% is more than generous.	The council should be looking at ways to save money. They have a duty to ALL council tax payers.	No change to the scheme would aid the council to manage their budget and keep any increase to a minimum at what is a difficult time to all of the community.
Yes	Don't know	It's already complicated. Your proposed changes make it even more complicated.	Not sure	I'm not at all sure you should be making these changes. Your question presupposes I agree with your proposed change and I don't think I do!	This seems to be an exercise to make changes for the sake of making changes. Why not just leave things as they are?	Not applicable.	No impact.

Yes	Disagree	It is unfair on those who do not qualify. It further disincentivises work. The bills go up year after year for everyone else & disproportionately hit single people.	By not spending as much on other schemes or projects	When people pay nothing, they can happily vote for candidates & policies that cost everyone else more.	Council Tax needs reform at government level to account for additional adults in a household.	Working adults living in house-shares are only paying a two- person charge for the whole property. Young adults still at home can be earning a good wage, but pay nothing.	You would have more income to offer discounts to those in need without penalising those who do not qualify.
Yes	Disagree		By making savings elsewhere				
Yes	Disagree	Working people are stretched by inflation, those in receipt of benefits and discounts should also be stretched.	By not spending as much on other schemes or projects	Benefits and discounts should be funded by govt, not by others where the deprivation exists.	Remove local funding of discounts.	Benefits and discounts should not be funded by local taxation	Working taxpayers in the Borough are already funding social benefits for others all over the country. We should not have to supplement this even more.
Yes	Agree	It's so expensive one of my highest bills! Other than rent and I struggle to pay it	By not spending as much on other schemes or projects		To make cut backs else where people need the help now! Not the	It will be taken back somehow or another	Appreciate the help at the time of need

		every month			future		
Yes	Agree	Better support for those with least.	By not spending as much on other schemes or projects		Reducing subsidy to events in towns.	Subsidies not targeted and many people outside Borough benefit. Car parks are full so most people attending could afford to contribute. Suggest that , at least, voluntary contributions are sought - secure collection bins.	

Yes	Agree	It is reasonable for those with more income to help those with less. This is one way to make that happen but it also does not put money in peoples pockets that might be spent on unrelated expenses.	By increasing council tax	The amount CT would have to be increased is minimal and would fall on those with more ability to pay. That would leave the money available to spend on schemes and projects untouched.	A higher rate council tax that was set and then cost of living linked for future rises and falls. An element set out for social care that is linked to full employment costs for that sector. Current levels of staffing cause a sever lack in facilities for those in need of help on all social care levels. An open and well funded independent information service,that helps those in need of help to access information and assistance to gain help or sup	A woeful lack of support for people in need in this county.	A minimal impact on CT payers especially second home owners. More finance to support lower income residents and added resources to help those that need support to access it.
Yes	Disagree		By not spending as much on other schemes or				

			projects				
Yes	Disagree	Anybody that is working can pay a % of their council tax and should continue to do so to support small villages	By making savings elsewhere	Again ludicrous to make people already paying 100% pay more. Anybody that works can afford to make a contribution to their council tax	Council tax should be paid by all, we all have a need for the services it provides everyone can pay a percentage towards it based on their income.	Working families who pay 100% of this council tax should not see further increase to find those who don't pay any of it despite them earning an income.	Wider tax paying families and their children will suffer further and go without as the cost of living continues to rise.
Yes	Disagree	The help which it already given is a lot and should be on us working people to manage our money better, it's not fair on the the schemes to then suffer	Not sure	By increasing councils tax does not make sense as you are proposing to pay the tax for people it's not fair on those who manage there money better to have to spend more so others can live more luxurious			

Yes	Disagree	Not fair on most council tax payers who work hard, if not harder.	Not sure		All income included such as those earned from YouTube, Onlyfans, etc.	A lot of people are taking in extortionate additional income which the council does not account for.	That less money is paid out under the scheme
Yes	Disagree	there are other options for low income households to be able to seek help if in financial difficulties, including the option to take on additional work if possible, reduced income to the council which could impact services for all is in my opinion not in the overall common good,	Not sure				

Yes	Disagree	There is never any support for people who are working full time, not on benefits and still struggle with the cost of living. You always have to be in receipt of benefits to get any support. This is not a good model, it just keeps people on benefits because they know they will lose all these support schemes when they come off it. Its frustrating	By making savings elsewhere	As someone who constantly works to just have tax and council tax taken off my pay. Its becoming unmanageable with the cost of everything going up. Council tax already went up last year and that really has put us in hardship. We couldnt afford another increase. Start giving support to hard working people who dont get benefits, and stop giving it to everyone who already has plenty of support schemes to choose from	Stop giving all the schemes to people on benefits. Make it available to people who work full time, dont qualify for benefits but are struggling with the cost of living. It is because of these schemes that council tax keep going up and the people who work hard have more taken off their pay slips.	its unaffordable if the way its funded is to increase council tax	Its unaffordable to keep putting up the council tax. my husband and I are hard working people, we never qualify for any schemes despite paying all our tax etc and struggling to make ends meet. If council tax increases anymore, we may have to sell our home.
Yes	Disagree	Too much state intervention. BTW, how many Sky channels do these claimants have. Do you ask that question?	By not spending as much on other schemes or projects		Reduce all KLWNBC staff salaries.	Currently a waste of money.	Nothing
Yes	Agree		By not spending as much on other schemes or projects	And you lot taking less wages			

Yes	Don't know	I disagree with allowing the increase in savings	By not spending as much on other schemes or projects		Is it applied to lower bands only - I don't think people with vast property wealth should be getting discounts		
Yes	Don't know	I agree if the cuts are to the extras that this Council supplies (ie the free entertainment across the summer), I do not agree if there are going to be further cuts to the outlying areas of King's Lynn, ie West Lynn, Clenchwarton etc., where already maintenance is at an all time low.	By not spending as much on other schemes or projects	Use rates on the commitments first and the extras second.	I would like to see money spent on areas not in the town centre. West Lynn and Clenchwarton have become shabby through lack of money spent on grass cutting, hedge cutting, pavement maintenance. Cars parking blocking pavements and on corners is now rife, which is a social nuisance and forces walkers, prams and disability vehicles into	So that in my area we got something for our rates other than our bins emptied (and schools for those with children). I support 100% CTS payment for those that need it, what I don't support is further cuts to necessary maintenance etc., in the outlying areas, whilst money is still being spent on free	People in the outlying areas will get their area maintained, and people that want to go to the events across the summer can pay towards these events

					the road. Speed signs are hidden behind overgrown hedges.	entertainment in the town centre. Take the extra money from the extra's budget not the outlying areas budget	
Yes	Disagree	I believe too much is paid in benefits to people who would be able to support themselves.	Not sure	Please don't penalise the general public who are over the threshold for getting benefits. Any other reduction in services to the wider public such as taking money from libraries, swimming pools etc is not on	A tighter regulation on who can apply for council tax funding.	You are taking money from the wider public to pay yourselves.	A better management of council properties and encouraging more people to pay into the council pot rather than some playing the system and being unfair

Yes	Agree	With uprising costs of living a Bills' water rates higher this week and Gas and electric , This all needs to be forced back to the lower rates in payments or these uprising ' Get rid of EDF ' to lower the rates and any other high risen suppliers ,Internets companies lower the rates of living to pay for the NHS and north wind turbines 'To pay for a NHS in council tax .	By not spending as much on other schemes or projects	kids educations and needs , uniforms , Home teachings , tutors on line teachings , Foster family with support and single parents , More free sports tennis swimming , rowing . educations in wold life areas and future aspects universal grades inventions to save the world floods , Clubs or a active world .	more News on council tax to the NHS /Dentist , what it is actually doing ,	Because times are changing and New of a more outcome , Less roads and More of the community NHS . or how much % is going towards the NHS ,	NHS our Loving adorable Hospital that holds its strength because we need her .
Yes	Agree	It will help everyone including those on a low income	Not sure				If households have more disposable income, they will hopefully spend it in the town.
Yes	Disagree	The money used to fund it will need to come from somewhere else so either full council tax	By not spending as much on other schemes or projects				

		payers or cuts elsewhere.					
Yes	Disagree	I am unable to save money and yet pay full tax. I understand the £16k limit is in line with other benefits but if you have this much money then surely you can afford the full,bill.	By increasing council tax	Increasing the burden on the rest of us is the only way to stop services suffering. I can't afford an increase but if it's necessary, it's necessary			
Yes	Disagree	My pension is currently £203 a week our Council tax bill is £302 a month. I cannot afford any more	By making savings elsewhere	Recover the costs of this scheme from second home, holiday home rentals.	Increase Council tax substantially for second home and holiday home/airbnb owners.	These properties contribute little to the local community	More funds for this schem and other local projects
Yes	Disagree		Not sure	By not implementing these generous changes	leave as is		Increased taxation for working people.
Yes	Agree	There seems no reason why Norfolk should be less generous than the national scheme	By making savings elsewhere				

Yes	Disagree	You should be reducing the council tax for all. Therefore ensuring all can pay rather than subsidising people.	By increasing council tax	This would be counter productive as more people would require the scheme. The council leaders could, of course, take a reduction in pay and expenses to the tune of an estimated £18,000 per annum	Reduce the council tax burden on all to ensure all can pay without the need for subsidies	Everyone who pays council tax will be more content to pay.	Council tax support recipients would not require the scheme a The wider council tax payers would not feel as though they are paying for everyone else.
Yes	Agree	It is designed to help those most in need.	Not sure	Increasing council tax for those of us who can afford it would seem the most sensible answer but that could presumably also increase the amount of money required for the scheme if more people would thereby need support, and would therefore need to be carefully managed. If savings can be made elsewhere or other schemes were to lose funding, again this would need to ensure that those who are struggling would not be adversely affected.	Higher charges for those whose property here is not their main residence.	They can afford it and are able to use local services to the same extent as those living here all year round.	See comments on previous screen. I would expect those who own property in the area as second homes to pay more. Higher rated homes to have their rates increased proportionately.
Yes	Agree		By not spending as much on other schemes or				

			projects				
Yes	Agree	I regard it as an absolute priority to be relieving poverty and hardship in all their forms. This is one measure that will help this cohort.	By not spending as much on other schemes or projects	I see BC spending way too much on things for the benefit of people who are better off - typically and topically, all of the entertainment events funded at Hunstanton.	I support the changes you propose, as set out on your web page.	Poverty relief measure as I have said.	Assistance or additional assistance to recipients - every little helps, so to speak. It is right these changes should be targeted. The better off do not need these changes. The issue or risk of other better-off CT taxpayers objecting is better approached by looking more widely at BC spend - as I say, the money I see being spent on leisure for the better off. The principle should be - for the common good.

Yes	Agree	More people need more help	Not sure	Look for efficiencies and value for money in ongoing projects- eg highways maintenance seems wasteful - lots of men doing little work on road closures; poor use of materials or processes on potholes means temporary benefits only ;			
Yes	Disagree	I don't believe anyone should get 100%, everyone needs to pay some or nobody pays anything at all. This council is already giving away to much and we people on the edge have to pay even more	By not spending as much on other schemes or projects	Perhaps you should cut the wages of the top 30% of your pay scale	I would leave the CTS scheme as it is, this is a silly idea. How about not putting up council tax at all	Why should these people get a free ride when inflation is high and we all need a little help, just this once	Your scheme will cost everyone and the county and police will also suffer, leave things alone and the tax payer will get a small break
Yes	Don't know	Still don't understand it	Not sure	You will do as you please anyway so as to benefit yourselves as always	All pensioners should not have to pay anything at all they have contributed all their workings lives if you worked as I did and do not receive any benefits at all	Equality for pensioner's	Not sure what this means but sure as eggs are eggs the rich get rich and the poor get poorer 😞

					☹		
Yes	Disagree	Would likely have an adverse effect on budget and the staff have recently been awarded approx 10.8% or 5% increases depending on positions and at yesterday Cabinet it's recommended that council will vote to implement option 4 giving councillors similar increase in allowances.	By not spending as much on other schemes or projects	An increase in council tax is unacceptable . 84% was a very generous discount, many retirees have to pay full council tax because they have worked and saved and paid into pension schemes . People of working age need to live within their means	Keep the current CTS scheme which has been properly thought through and funded	No change	The majority of folk who pay full amounts are not made to pay more to fulfill an unrealistic scheme , worthy of someone like Birmingham or Thurrock councils and they both turned out well !

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE OF MEETING:	13 November 2023		
DATE:	2 November 2023		
TITLE:	Constitution Informal Working Group		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Monitoring Officer		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No – not the setting up of the informal working group

REPORT SUMMARY

SUMMARY:
<p>The Corporate Performance Panel is recommended to establish an informal working group to be known as the Constitution Informal Working Group with the terms of reference as attached to this paper at Appendix A to create a mechanism for the structured review of the Constitution, to support the good governance of the Council.</p>
KEY ISSUES:
<p>It is a legislative and constitutional requirement to review and update the Constitution. There is no current formal mechanism or structure in place incorporating both members and officers for the review of the Constitution. It is proposed to create a structured mechanism of review of the Constitution with a set scope and programme. Draft Terms of Reference are attached at Appendix A which will set the basis on which the Constitution Informal Working Group would operate.</p>
OTHER OPTIONS CONSIDERED:
<p>A) A desktop exercise, in which the Monitoring Officer goes through the Constitution to collate a proposed list of revisions to be brought forward through the usual democratic process. This is not considered preferable as the adoption of the Constitution is a Full Council function and accordingly there should be involvement and ownership by Councillors at the earliest opportunity.</p> <p>B) A review exercise by Councillors without the input of officers. This was discounted on the basis that the Constitution is the fundamental rule book and document of this Council and accordingly Members should be given the appropriate support and resource from officers, principally the Monitoring Officer, who has specific functions and duties in relation to the Constitution, to support the process of review.</p>
RECOMMENDATIONS:
<p>The Corporate Performance Panel is recommended to establish an informal working group to be known as the Constitution Informal Working Group with the terms of reference as attached to this paper at Appendix A.</p>
REASONS FOR RECOMMENDATIONS:
<p>To create a mechanism for the structured review of the Constitution, to support the good governance of the Council.</p>

REPORT DETAIL

1. Introduction

1.1 Under section 9P of the Local Government Act 2000, local authorities must prepare a constitution and keep it up to date.

1.2 The Council's Constitution contains the following with regards to its review and revision:

Article 15 - Review and Revision of the Constitution

Duty to Review the Constitution

15.01 The Council shall review the operation of this Constitution to ensure that the purposes and principles of the Constitution are given full effect. Such a review may be initiated by the Council at any time but shall be initiated at least once during the period between regular elections to the Council. In the absence of a resolution so to do by the third anniversary of a regular election, a review shall be deemed to have been initiated on the authority of this Article.

15.02 A review may be comprehensive or take the form of a programme dealing separately with particular Articles or Parts. In the latter case, the default provision in Article 15.01 will apply to any Article or Part not reviewed further to a resolution of the Council during the previous three years. Alongside or as part of this process the Monitoring Officer may make recommendations to Council on ways of improving the constitution and in so doing may:-

- Observe different meetings of the council
- Undertake audit trails of decisions
- Respond to issues raised with him/her by members, officers or others
- Compare best practice from other authorities and similar bodies

Duty to Monitor the Constitution

15.03 The Council's designated Monitoring Officer, will offer advice to the Council on

- (a) establishing means of monitoring the operation of the Constitution, which will provide evidence when it is required of its success in giving full effect to its purposes and principles, and
- (b) the process to be followed when reviewing is undertaken. In formulating this advice, the Monitoring Officer shall take into consideration the guidance published by the relevant government department.

Changes to the Constitution

15.04 **General** Changes to the Constitution may be made only by the Council after consideration by the Cabinet. The Monitoring Officer may unilaterally approve drafting changes to the Constitution where they correct obvious errors, to take into account changes in legislation or better give effect to the clear intention of the Constitution.

15.05 **Change of form of Executive** The Council will consult local people before determining whether to change to either an elected mayor and cabinet or an elected mayor and council manager.

1.3 It will be noted that a review of the Constitution must be initiated at least once per term. There is currently no structured way in which this review takes place.

1.4 The Centre for Governance and Scrutiny (CfGS) this year published a guidance note entitled: '*The review and redrafting of constitutions: guidance for English authorities*'. <https://www.cfgs.org.uk/wp-content/uploads/The-review-and-redrafting-of-constitutions-v.3.pdf>

1.5 Panel Members are strongly encouraged to read the CfGS Guidance in full as it is very applicable to this Council's current circumstances. There is no current formal mechanism or structure in place incorporating both members and officers for the review of the Constitution. The proposals set out herewith provide a mechanism for a permanent structure for the review and continuous improvement of the Constitution.

1.6 The following key paragraphs of the CfGS guidance are produced for relevance to this paper:

"We have found that it can be helpful to reflect, before reviewing and updating a constitution, on the principles that underpin its operation. This helps to ensure that the constitution as a whole reflects those principles. This helps to make sure that the document, and the wider governance framework, is internally consistent – and that people understand how the rules and processes in the constitution are used and interpreted." Page 5

"The review of a council constitution is not merely a desktop exercise, in which the Monitoring Officer goes through the document to check its accuracy. It is also not an exercise for a small group of members in a working group, churning their way through the document and making suggestions for changing in wording. It has to be more carefully planned and managed. The process and approach must be one with wide ownership and buy-in, as well as being one that centres the role of the Monitoring Officer in ensuring the rigour of the process." Page 6

"It is not possible to set out "best practice" for the conduct of reviews of council constitutions. Even if council constitutions are similar in structure and content, all councils are different – and governance needs are also different. However, CfGS's experience is that an approach which balances the role, insight and expertise of both members and officers works best." Page 7

"The constitution is not "owned" by the Monitoring Officer, or lawyers or other officers with a responsibility for governance. Everyone has an individual and collective responsibility to understand the constitution – as part of the governance framework – and their roles in upholding it by acting in accordance with it and its principles." Page 7

"In some councils, informal bodies are established to support constitutional reviews. Constitutional Working Groups are quite common bodies to perform this purpose. Whatever approach is taken, meaningful member engagement is a crucial part of any review process. Part of the scoping process for the work (see below) would usually involve agreement on where member input, and signoff, is necessary." Page 7

"... a "review of the constitution" can be extremely broad in scope, and given the dependencies described above, can impact a huge range of corporate and service issues – a scoping exercise will need to provide focus, in order to manage both member and officer expectations." Page 10

2. Proposal.

2.1 That the Corporate Performance Panel establish a 'Constitution Informal Working Group' ("CIWG") with the Terms of Reference attached at Appendix A.

3. Issues for the Panel to Consider

3.1 The consideration of this Council's governance structure, and the question of whether the Council moves to a Committee structure, remains a live issue for determination by the Council. Accordingly, a wholesale redraft of the Constitution is not recommended at this stage as the time and resource spent on this may be then entirely duplicated in having to prepare a new Constitution for a Committee structure.

3.2 Nevertheless, the Constitution is undoubtedly overdue a considered review and Panel Members are drawn to the draft Terms of Reference with regards to the CIWG taking the opportunity for the rest of this municipal year to establish its programme of review for the remaining term of this administration.

3.3 The reference by the CfGS of managing expectations should also be noted: it will not be possible to review and revise the whole Constitution all at once. It is recommended that a proportionate programme of review is established over the rest of this administration's term and that this structure for review be kept in place in perpetuity as the mechanism for continual review and improvement of the Constitution, unless there is a good reason to depart to another method in future.

3.4 Panel Members are also drawn to the consideration of membership of the CIWG. There is no requirement for the CIWG to be politically proportional and may be made up of any Councillors (i.e. not just CPP Panel Members and inclusive of Cabinet Members). Nominations of Councillors are proposed to be made by Group Leaders either before to the Chair of CPP or after the meeting.

3.5 It is proposed that the CIWG will report to the Corporate Performance Panel at least once per municipal year (NB optional for 23/24) with proposed changes to the Constitution and with a timeframe that would enable Full Council to approve any such approved changes at the last Full Council of each municipal year.

4. Corporate Priorities

With regards to the new proposed Corporate Strategy, establishing a permanent structured means of reviewing the Constitution will serve to promote the following priority:

Efficient and effective delivery of our services: To provide cost-effective, efficient services that meet the needs of our local communities, promote good governance, and provide sustainable financial planning and appropriate staffing.

And the following key principle:

Transparently: We will be open, honest and transparent in our decision making and ensure we follow best practice in governance

5. Financial Implications

The resource of Democratic Services and the Monitoring Officer will be required to support the CIWG.

6. Any other Implications/Risks

The creation of a mechanism for the structured review of the Constitution will support the Annual Governance Statement and Code of Corporate Governance.

7. Equal Opportunity Considerations

None

8. Environmental Considerations

None

9. Consultation

Group Leaders have been consulted on the proposal for a CIWG and in the case of the Conservative Group Leader, the consultation has been also within the role as Chair of CPP.

10. Conclusion

To support the good governance of this Council, Panel Members are invited to resolve to establish a Constitution Informal Working Group with the terms of reference as attached.

11. Background Papers

None that are not published already.



TERMS OF REFERENCE OF THE CONSTITUTION INFORMAL WORKING GROUP

1. Definitions

CIWG	Constitution Informal Working Group
Constitution	Means the Council's current constitution adopted under section 9P of the Local Government Act 2000
Council	Borough Council of King's Lynn and West Norfolk
Council Body	Council Body means, as the context dictates: Full Council, Cabinet, all panels/committees/boards contained in the Council's Constitution including all sub-committees and task groups
CPP	The Corporate Performance Panel, the primary overview and scrutiny panel under the Constitution
Group Leader	The leader of a political grouping within the Council
Municipal Year	Means the period starting from the date of Annual Council to the day preceding the following Annual Council
Service Area	An individual service within a directorate of the Council's organisational structure

2. Status

2.1 The Constitution Informal Working Group ("CIWG") is an informal working group established by CPP on [DATE].

2.2 The remit of the CIWG is as set out in these terms of reference.



3. Remit

3.1 The scope of the CIWG will be as follows:

- 3.1.1 To review any part of the Council's Constitution to ensure that it is complete, accurate, up to date, clear, consistent, lawful and fit for purpose;
- 3.1.2 To set a work programme of review of the Constitution over each administrative term, which shall be open to any changes throughout the term subject to the agreement of CIWG;
- 3.1.3 To undertake a 'deep dive' of one specific part of the Constitution each Municipal Year and undertake a general review of other elements of the Constitution within the work programme;
- 3.1.4 To undertaken a review each Municipal Year of the purposes and principles of the Constitution to ensure they are up to date and fit for purpose;
- 3.1.5 To devise a process of capturing proposed improvements to the Constitution from across the Council, including from officers and Members; and
- 3.1.6 Consider the proposals of the Monitoring Officer or Chairs of Council Bodies for revision to any element of the Constitution.

3.2 Within the Municipal Year 23/24 the CIWG will undertake 3.1.2 and 3.1.4 above and may report to CPP with any proposed changes to the Constitution with a timeframe that would enable Full Council to approve any such changes by the last Full Council of the 23/24 Municipal Year.

3.3 From the Municipal Year 24/25 onwards the CIWG will report to CPP at least once per Municipal Year with proposed changes to the Constitution and with a timeframe that would enable Full Council to approve any such changes by the last Full Council of each Municipal Year.



- 3.4 Notwithstanding the above, if a Service Area is undertaking its own specific review of an element of the Constitution or will be within the current or following Municipal Year then the CIWG will await the outcome of that review and will not duplicate resource by undertaking its own review.

4 Composition & Operation

- 4.1 The CIWG shall comprise of up to seven Councillors that are not Cabinet Members and up to two Councillors that are Cabinet Members. All Members shall have voting rights.
- 4.2 The CIWG does not have to be politically proportionate.
- 4.3 Members of the CIWG are to be nominated by Group Leaders.
- 4.4 The CIWG shall be supported by the Monitoring Officer and Democratic Services Manager, or their nominated deputy in their absence.
- 4.5 Quorum is three voting Members.
- 4.6 Meetings of the CIPWG shall be held no less than 4 times per annum and will be held either fully virtually or as a hybrid meeting.

5 Review

- 5.1 The CIWG will review the Terms of Reference annually and make any recommendations for change to CPP.

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

Annual Employment Monitoring 2022/23

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.

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 at that point we were unable to provide the age monitoring information for training or sickness. From 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 2022/23 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 2021 Census. This shows that the population within the Council is broadly comparable with the population of West Norfolk as a whole:

	Council Workforce 2022/23	Council Workforce 2021/22	2021 Census
White	95.44%	95.25%	95.62%
Other Ethnic Group	1.90%	2.18%	4.38%
Undefined	2.66%	2.57%	0%

	Council Workforce 2022/23	Council Workforce 2021/22	2021 Census
Female	55.51%	53.47%	51.17%
Male	44.49%	46.53%	48.83%

ii. Recruitment Activity

It is interesting to monitor the number of applications received per vacancy in each of these years as shown below.

Year	Number of adverts placed	Average number of applications per vacancy
2017/18	207	10.11
2018/19	147	16.64
2019/20	139	17.87
2020/21	95	13.28
2021/22	159	6.01
2022/23	151	8.00

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.

The figures shown in section 2 of Appendix 1 highlight that the number of job applications received within the 2022/23 year has started to increase from the previous year, but not back up to pre-pandemic levels. Following covid, there are national recruitment challenges in all sectors, and at all levels. Overall the number

of vacancies within the Council remains broadly the same as 2021/22 which remains a slight increase to previous years. This is a combination of usual levels of turnover, re-advertisements, and new posts both permanent and temporary positions. Unfortunately, average numbers of applications continue to be low compared to 2020/21 and previous years. The number of applicants per vacancy across the year range from 0 to 58. However, there is also the challenge of candidates accepting other roles whilst in the process of applying for our vacancies, due to the number of opportunities available to them, this is particular the case for candidates accepting permanent roles while apply for or being offered temporary or seasonal vacancies for this Council.

iii. Applications for Promotion

During 2022/23 the figures show an increase from recent years, but as with the external recruitment this remains slightly lower than earlier years. However the percentage of applications being shortlisted remains a broadly similar level as in previous years, with the successful applicants slightly lower. 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, and if unsuccessful will receive full feedback to assist with any future vacancies they may be interested in.

iv. Training and Development Activities

The monitoring information shows that during 2022/23 the number of employees receiving training has increased from the previous couple of years, and is approaching pre-pandemic levels. Face to face training provision has increased during the year, and training was more concentrated on meeting urgent training needs such as safeguarding with more varied training planned for next year.

v. The Number of Employees Refused Training

During the 2022/23 year there have been two instances where training has been refused. The first instance was a request for an external training course which was very similar to a planned in-house course. The external training was therefore refused, and the employee has been added to the list of delegates for the in-house training which is being run during 2023/24. The second instance was refused due to the request received within the employees probation period. However, this training will be reconsidered once the employees probation has been completed. In all other previous years there have been no employees who were refused training.

vi. The Impact of Performance Assessments

The results from the 2022/23 appraisal year are reported in point 6 of appendix 1. This information is shown as the number of staff achieving each performance rating.

NB during 2020/21 performance assessments were not undertaken in the usual way, and rather than following the usual performance management gradings,

assessments were largely based on employees response to covid. Therefore, we are unable to measure and compare the data for 2020/21.

vii. Grievance Procedures

Although there is a very small increase in 2022/23, overall the number of cases remains very low with 2021/22, 2019/20, 2018/19 having no grievances.

viii. Disciplinary Procedures

The number of disciplinary cases investigated during the 2022/23 has slightly increased from the previous year, but remains broadly the same in comparison to the previous years.

ix. Employees Leaving the Council's Employment

The total number of employees leaving the Council's employment in 2022/23 is slightly lower than the previous year and remains broadly the same as the years prior to the pandemic. The years 2020/21 and 2019/20 were impacted by the pandemic and employees not wanting to leave their employment during this uncertain period.

x. Sickness Absence

The figures for 2022/23 are slightly lower than for the 2021/22 year, which showed a higher figure than 2020/21. It should be noted for several months during 2020/21 those considered critically vulnerable were isolating and many staff were working from home, and when in the office staff were socially distanced etc for covid, potentially impacting on the ability of other viruses/colds etc to spread. The 2022/23 and 2021/22 years data are broadly similar to the remaining previous years and have no areas of concern to report.

Employment Monitoring Information – 2022/23

1. The Number Of Employees In Post (Permanent, Fixed Term and Temporary Employees)

a. By Ethnic Origin

	% of Workforce*					
	2023	2022	2021	2020	2019	2018
White	95.44	95.25	95.54	95.48	96.17	96.40
Other Ethnic Group	1.90	2.18	1.62	1.38	1.01	1.00
Undefined#	2.66	2.57	2.84	3.14	2.82	2.60

Undefined relates to those employees for whom data has not been collected

b. By Disability

	% of Workforce*					
	2023	2022	2021	2020	2019	2018
Employees with a Disability	5.89	5.15	4.67	4.72	5.04	4.60

c. By Gender

	% of Workforce*					
	2023	2022	2021	2020	2019	2018
Female	55.51	53.47	53.55	53.64	53.63	53.60
Male	44.49	46.53	46.45	46.36	46.37	46.40

d. By Age

	% of Workforce*					
	2023	2022	2021	2020	2019	2018
25 and under	6.27	4.95	4.67	6.29	4.64	
26-44	33.27	34.46	34.89	33.20	34.88	
45 +	60.46	60.59	60.45	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		2022/23	2021/22	2020/21	2019/20	2018/19	2017/2018
Number of Applicants	White	1050 (86.92%)	897 (93.83%)	1206 (95.56%)	2406 (96.78%)	2389 (97.67%)	2027 (96.85%)
	Other ethnic groups	158 (13.08%)	59 (6.17%)	56 (4.44%)	79 (3.17%)	57 (2.33%)	66 (3.15%)

b. By Disability

Year	2022/23	2021/22	2020/21	2019/20	2018/19	2017/2018
No of applicants with a disability	129 (10.68%)	80 (8.37%)	68 (5.39%)	182 (7.19%)	123 (5.03%)	131 (6.26%)

c. By Gender

Year		2022/23	2021/22	2020/21	2019/20	2018/19	2017/2018
Number of Applicants	Female	593 (59.09%)	489 (51.15%)	718 (56.89%)	1388 (54.01%)	1183 (48.36%)	998 (47.68%)
	Male	615 (50.91%)	467 (48.85%)	544 (43.11%)	1182 (45.99%)	1263 (51.64%)	1095 (52.32%)

d. By Age

Year		2022/23	2021/22	2020/21	2019/20	2018/19	2017/2018
Number of Applicants	25 and under	283 (23.43%)	230 (24.06%)	358 (28.37%)	701 (27.70%)	643 (26.29%)	
	26-44	516 (42.72%)	363 (37.97%)	507 (40.17%)	914 (36.11%)	985 (40.27%)	
	45 +	409 (33.86%)	363 (37.97%)	397 (31.46%)	916 (36.19%)	785 (32.09%)	

2.2. Applicants Shortlisted For Employment

a. By Ethnic Origin

Year		2022/23	2021/22	2020/21	2019/20	2018/19	2017/2018
Number of Applicants shortlisted	White	588 (56.00%)	450 (50.17%)	302 (25.04%)	1035 (43.02%)	1029 (43.07%)	762 (37.59%)
	Other ethnic groups	61 (38.61%)	20 (33.90%)	13 (23.21%)	27 (34.18%)	30 (52.63%)	14 (21.21%)

b. By Disability

Year	2022/23	2021/22	2020/21	2019/20	2018/19	2017/2018
No of applicants with a disability shortlisted	69 (53.75%)	40 (50%)	17 (25%)	65 (35.71%)	51 41.46%)	51 (38.93%)

c. By Gender

Year		2022/23	2021/22	2020/21	2019/20	2018/19	2017/2018
Number of Applicants shortlisted	Female	315 (53.12%)	236 (48.26%)	136 (18.94%)	535 (38.54%)	361 (30.52%)	316 (31.66%)
	Male	334 (54.31%)	234 (50.10%)	179 (32.90%)	547 (46.28%)	698 (55.26%)	460 (42.01%)

d. By Age

Year		2022/23	2021/22	2020/21	2019/20	2018/19	2017/2018
Number of Applicants	25 and under	145 (51.24%)	106 (46.09%)	74 (20.67%)	237 (33.81%)	225 (34.99%)	
	26-44	257 (49.81%)	167 (46.01%)	115 (22.68%)	388 (42.45%)	450 (45.69%)	
	45 +	247 (60.39%)	197 (54.27%)	126 (31.74%)	445 (48.58%)	370 (47.14%)	

2.3 Shortlisted Applicants Appointed

a. By Ethnic Origin

Year		2022/23	2021/22	2020/21	2019/20	2018/2019	2017/2018
Number of shortlisted Applicants appointed	White	145 (24.66%)	110 (24.44%)	82 (27.15%)	204 (19.71%)	227 (22.06%)	102 (13.39%)
	Other ethnic groups	5 (8.20%)	4 (20%)	1 (7.69%)	3 (11.11%)	1 (3.33%)	2 (14.29%)

b. By Disability

Year	2022/23	2021/22	2020/21	2019/20	2018/2019	2017/2018
No of shortlisted applicants with a disability appointed	12 (17.39%)	6 (15%)	5 (29.41%)	8 (12.31%)	7 (13.73%)	5 (9.80%)

c. By Gender

Year		2022/23	2021/22	2020/21	2019/20	2018/2019	2017/2018
Number of shortlisted Applicants appointed	Female	60 (19.05%)	56 (23.73%)	25 (18.38%)	76 (14.21%)	57 (15.79%)	44 (13.92%)
	Male	90 (26.95%)	57 (24.36%)	58 (32.40%)	133 (24.31%)	171 (24.49%)	60 (13.04%)

d. By Age

Year		2022/23	2021/22	2020/21	2019/20	2018/2019	2017/2018
Number of Applicants	25 and under	31 (21.38%)	26 (24.53%)	16 (21.62%)	53 (22.36%)	30 (13.33%)	
	26-44	53 (20.62%)	41 (24.55%)	30 (26.09%)	59 (15.21%)	84 (18.66%)	
	45 +	66 (26.72%)	47 (23.86%)	37 (29.36%)	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
2022/23	White	47	46 (97.87%)	16 (34.78%)
	Other Ethnic Group	1	0 (0%)	0 (0%)
	Undefined	0	0	0
2021/22	White	41	41 (100%)	18 (43.90%)
	Other Ethnic Group	2	2 (100%)	1 (50%)
	Undefined	0	0	0
2020/21	White	34	26 (76.47%)	13 (50%)
	Other Ethnic Group	1	1 (100%)	1 (100%)
	Undefined	0	0	0
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

b. By Disability

Year	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
2022/23	1	1	0
2021/22	1	1	0
2020/21	1	1	1
2019/20	4	3	0
2018/19	1	1	1
2017/18	3	2	1

c. By Gender

Year	Gender	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
2022/23	Female	35	34 (97.14%)	12 (35.29%)
	Male	13	12 (92.31%)	4 (33.33%)
2021/22	Female	26	26 (100%)	13 (50%)
	Male	17	17 (100%)	6 (35.29%)
2020/21	Female	17	15 (88.23%)	7 (46.67%)
	Male	18	12 (66.67%)	7 (58.33%)
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%)

d. By Age

Year	Age Range	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
2022/23	25 and under	4	4 (100%)	2 (50%)
	26-44	27	26 (96.30%)	10 (38.46%)
	45 +	17	16 (94.12%)	4 (25%)
2021/22	25 and under	5	5 (100%)	2 (40%)
	26-44	26	26 (100%)	12 (46.15%)
	45 +	12	12 (100%)	5 (41.67%)
2020/21	25 and under	4	4 (100%)	2 (50%)
	26-44	20	15 (75%)	10 (66.67%)
	45 +	11	8 (72.73%)	2 (25%)
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	4

			(75%)	(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					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
White	76.29%	65.90%	59.24%	89.91%	92.54 %	93.15%
Other Ethnic Group	90%	54.55%	75%	100%	100%	100%
Undefined	85.71%	69.23%	50%	100%	100%	100%

b. By Disability

	% of Staff per Group Receiving Training					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Employees with a disability receiving training	80.65%	76.92%	56.52%	95.8%	88%	82.61%

c. By Gender

	% of Staff per Group Receiving Training					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Female	77.74%	73.70%	68.56%	91.58%	89.47%	97.76%
Male	75.64%	56.59%	48.47%	88.98%	96.18%	89.22%

d. By Age

	% of Staff per Group Receiving Training					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
25 and under	78.79%	84%	78.26%	96.88%		
26-44	77.14%	65.51%	65.12%	95.86%		
45 +	76.42%	64.38%	54.36%	86.69%		

5. The Number Of Employees Receiving Training

There have been two instances of training refused in 2022/23, however there are no concerns with these. For all previous 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

Please note the figures are not shown for 2020/21 due to the appraisal process being administered differently that year and being linked to covid response/recovery, with specific covid ratings, therefore unable to compare to other years.

a. By Ethnic Origin

2022/23	Performance Rating			
Ethnic Group	Exceeded	Achieved with Merit	Achieved	Partially Met
White	27	114	288	7
Other Ethnic Group	1	1	6	1
Undefined	1	3	8	0

2021/22	Performance Rating			
Ethnic Group	Exceeded	Achieved with Merit	Achieved	Partially Met
White	24	82	304	5
Other Ethnic Group	0	1	5	0
Undefined	2	1	8	0

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

b. By Disability

Employees with a disability	Performance Rating			
	Exceeded	Achieved with merit	Achieved/Met	Partially Met
2022/23	1	9	15	1
2021/22	2	5	16	0
2019/20	2	3	18	0
2018/19	2	4	15	1
2017/18	1	1	19	1

c. By Gender

Year	Gender	Performance Rating			
		Exceeded	Achieved with merit	Achieved/Met	Partial Met
2022/23	Female	20	77	156	3
	Male	9	41	146	5
2021/22	Female	18	42	168	3
	Male	8	42	149	2
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

d. By Age

2022/23	Performance Rating			
	Exceeded	Achieved with Merit	Achieved	Partially Met
25 and under	2	8	7	0
26-44	14	50	86	0
45+	13	60	209	8
2021/22	Performance Rating			
	Exceeded	Achieved with Merit	Achieved	Partially Met
25 and under	1	2	6	0
26-44	12	29	109	1
45+	13	53	202	4
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					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
White	2	0	1	0	0	1
Other Ethnic Group	0	0	0	0	0	0
Undefined	0	0	0	0	0	0

b. By Disability

	Number of Grievances					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Cases involving employees with a disability	0	0	0	0	0	0

c. By Gender

	Number of Grievances					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Females	0	0	0	0	0	1
Males	2	0	1	0	0	0

d. By Age

	Number of Grievances					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
25 and under	0	0	0	0	0	
26-44	1	0	0	0	0	
45+	1	0	1	0	0	

8. The Number Of Staff Involved In Disciplinary Procedures

a. By Ethnic Origin

Ethnic Group	Number of Disciplinary Procedures					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
White	14	9	14	18	10	8
Other Ethnic Group	0	0	0	1	0	0
Undefined	0	0	0	0	0	0

b. By Disability

	Number of Disciplinary Procedures					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Cases of employees with a disability	0	0	0	0	0	1

c. By Gender

	Number of Disciplinary Procedures					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Females	2	1	5	4	1	1
Males	12	8	9	15	9	7

d. By Age

	Number of Disciplinary Procedures					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
25 and under	0	0	0	0	1	
26-44	3	3	2	5	1	
45+	11	6	12	14	8	

9. The Number Of Employees Who Cease To Be Employed By The Authority

a. By Ethnic Origin

	Number of Leavers					
Ethnic Group	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
White	53	59	34	42	54	59
Other Ethnic Group	2	0	0	0	0	1
Undefined	0	1	2	2	2	0

b. By Disability

	Number of Leavers					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Leavers with a disability	5	3	2	1	2	3

c. By Gender

	Number of Leavers					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Female	19	23	16	21	26	29
Male	36	37	20	23	30	31

d. By Age

	Number of Leavers					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
25 and under	4	10	8	1	1	
26-44	19	16	6	14	22	
45+	32	34	22	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					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
White	59.56%	62.16%	50.53%	66.05%	65.41%	69.50%
Other Ethnic Group	60%	54.55%	50%	42.86%	20%	40%
Undefined	78.57%	84.62%	78.57%	93.75%	71.43%	61.54%

b. By Disability

	% of Staff per Group Taking At Least One Period of Sickness Absence					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Employees absent due to sickness with a	58.06%	69.23%	65.22%	87.5%	68%	86.96%

disability						
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c. By Gender

	% of Staff per Group Taking At Least One Period of Sickness Absence					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Female	65.07%	70.37%	57.95%	68.13%	69.55%	73.51%
Male	53.85%	53.62%	43.67%	64.83%	60%	63.79%

d. By Age

	% of Staff per Group Taking At Least One Period of Sickness Absence					
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
25 and under	42.42%	64.00%	60.87%	78.12%		
26-44	64.57%	67.82%	45.93%	70.41%		
45 +	59.43%	59.48%	53.69%	63.31%		

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
20 November 2023	Special meeting to deal with CIL applications	Non	Cabinet	Regeneration and Development Asst Dir S Ashworth		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
5 December 2023						
	Council Tax Support Scheme – Final Scheme 2024/25	Key	Council	Finance Asst Director – Resources		Public
113	Care and Repair Contract – Handy Person Prevention Framework.		Cabinet			Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Assets of Community Value	Non	Cabinet	Property and Corporate Services Monitoring Officer		Public
	Council Companies Funding	Key	Council	Business Assistant Dir D Ousby		Part public and part Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Appointment of Honorary Aldermen	Non	Council	Chief Executive		Public
	Cabinet Task Groups	Non	Cabinet	Leader Chief Executive		Public
	CIL Governance and Spending Document 2024 and Annual Infrastructure Funding List	Key	Cabinet	Regeneration and Development		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
15 January 2024						
114	West Norfolk Shared Prosperity Funding update	Key	Cabinet	Business Asst Director – D Hall		Part Public Part Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Assistant Director – D Ousby		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Polling District Review	Key	Council	Leader Chief Executive		Public
115	Peer Review Challenge Final Report	Non	Council	Leader Chief Executive		Public
	Council Tax for Second Homes	Key	Council	Leader Exec Dir – Finance		Public
	Hardings Way/Boal Quay – Village Green	Non	Cabinet	Property and Corporate Services – or Development and Regeneration? Exec Director		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
6 February 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Regeneration & Development Asst Dir		Public
	Capital Programme	Key	Council	Finance Asst Director – Resources		Public

	Budget 2024/25	Key	Council	Finance Asst Director – Resources		Public
	Treasury Management Strategy/ Investment Strategy	Key	Council	Finance Asst Director – Resources		Public
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		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
5 March 2024						
	Review of Outside Bodies	Non	Cabinet and Council	Leader		Public
116	Peer Review Challenge Action Plan	Non	Council	Leader Chief Executive		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
23 April 2024						

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public

	Redundancy Policy	Non	Council	Leader Exec Dir – D Gates		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public

FORWARD PLAN

Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
13 February 2023 – meeting postponed	Election of Chair	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Shareholder Committee Terms of Reference	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Appointment of a Company Secretary	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		Public
	Appointment of Directors to the Board of the council companies	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		Item scheduled at end of agenda should the committee determine to exclude the Press and Public to consider the report
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
17 March 2023	Election of Chair	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Shareholder Committee Terms of Reference	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Appointment of a Company Secretary	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		Public
	Appointment of Directors to	Alive West Norfolk	Leader		Item scheduled at

	the Board of the council companies	Board	Assistant to the Chief Executive – H Howell		end of agenda should the committee determine to exclude the Press and Public to consider the report
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
	Election of Chair	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
25 October 2023	Review of Terms of Reference	Shareholder Committee			Public
	Section 21's - WNH	Shareholder Committee	Cllr Alistair Beales – Portfolio for Business		Public
	Draft Shareholder Agreement West Norfolk Property	Shareholder Committee	Leader Assistant Director – Legal, Governance and Licensing		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
	Corn Exchange Contracts	Shareholder Committee AWN Board	Cllr Simon Ring – Portfolio for Leisure and Tourism		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
Date of	Report Title	Decision Maker	Cabinet Member Lead and	List of Background	Public or Private

Meeting			Lead Officer	Papers	Meeting
16 November 2023	Review of Draft Business plans for WNP WNH	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business Alexa Baker – Monitoring Officer		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
	Review of WNHC Governance Documents	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder Council Companies Honor Howell – Corporate Governance Manager		Public
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
22 January 2024	Responses from WNH and WNP regarding Section 21 Notices	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder Council Companies Alexa Baker – Monitoring Officer		Public
	Review of draft business Plan for AWN	Shareholder Committee	Cllr Simon Ring – Portfolio Holder – Leisure Honor Howell – AWN Client Officer		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
	Consideration of WNP and WNH business plans following initial feedback	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder Council Companies Duncan Hall/Karl Patterson – Housing Companies		Private – Contains exempt information under para 3 – information relating

					to the business affairs of any person (including the authority)
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
20 March 2024	Approval of Business plans for WNP WNH AWN (TBA)	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business Alexa Baker – Monitoring Officer Duncan Hall/Karl Patterson – Housing Companies		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2023/2024

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
21 June 2023	Appointment of Vice-Chair for the Municipal Year 2023/2024			To appoint a Vice-Chair for the Municipal Year 2023/2024.
21 June 2023	Call-in (if any)			
21 June 2023	2022/2023 Full Year Corporate Performance Indicator Monitoring Report	Monitoring	H Howell	
21 June 2023	Corporate Business Plan Monitoring report (October – March)	Cabinet	H Howell	
21 June 2023	Corporate Performance Panel Nomination to Hunstanton Sailing Club			To appoint a Borough Council representative in an observer role only.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
21 June 2023	The Panel are invited to discuss the Councillor Requests from Opposition Members previously submitted (a) to (d)			
	(a) Housing Needs Assessment	Councillor Request	D Hall/N Patton	Request from Councillor Moriarty. The reasoning behind my request is that the HNA seems to be forgotten, ignored or simply hasn't registered with so many councillors despite it being part of pre-council briefing a few years back. I want to have its results, methodology and the timing of any possible update scrutinised and any conclusions that should, or could, be drawn from it, updated
	(b) Relationship with the Shakespeare Trust in relation to the Guildhall	Councillor Request		Request from Councillor Moriarty. Relationship with the Shakespeare Trust in relation to the Guildhall (Item to be scheduled following outcome of the HLF bid).
	(c) Carnegie Building	Councillor Request		Requested by Councillor J Moriarty – (email 11 January 2023)

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
	(d) Service Level Agreements - Number, examples, administration, creation, legal standing etc	Councillor Request		Probably needs to be an exempt item (requested by Councillor J Moriarty – email 9 February 2023).
21 June 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
21 June 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
21 June 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
21 June 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
24 July 2023	Call-in (if any)			
24 July 2023	Boost Project Update (formerly Youth and Retraining Pledge – a Towns Fund skills project to support young people into training and employment	Update	J Curtis NCC – Ruth Royale (to join via Zoom)	Update given to CPP circa November 2021.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
24 July 2023	January 2022 to December 2022 Report on use, or non-use RIPA powers.	Annual	M Chisholm	
24 July 2023	Water Quality – Heacham and Hunstanton: Position Statement	Position Statement	M Chisholm	The Panel to receive a position statement.
24 July 2023	Update on Hunstanton Promenade Waste Water	Update	M Henry/ T Brooker	The Panel to receive a further update.
24 July 2023	Corporate Performance Panel Nomination to Hunstanton Sailing Club	ITEM DEFERRED TO 11 SEPTEMBER 2023		The Chair to advise of response to letter from Hunstanton Sailing Club
24 July 2023	Revenue Outturn 2022/23	Cabinet	M Drewery/ C Holland	The Panel are invited to consider the report and make any recommendations to Cabinet.
24 July 2023	Capital Outturn 2022/23	Cabinet	M Drewery/ C Holland	The Panel are invited to consider the report and make any recommendations to Cabinet.
24 July 2023	Council Tax – Draft Scheme for 2024/25	Cabinet	J Stanton	The Panel are invited to consider the report and make any recommendations to Cabinet.
24 July 2023	Appointment of Representatives to Inquorate Parishes	Cabinet	A Baker	The Panel are invited to consider the report and make any recommendations to Cabinet.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
24 July 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
24 July 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
24 July 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
24 July 2023	Exempt Report: Staff Pay Award	Cabinet	B Box, D Gates	The Panel are invited to consider and comment on the recommendations to Cabinet.
11 September 2023	Call-in (if any)			
11 September 2023	Corporate Performance Panel Nomination to Hunstanton Sailing Club			The Chair to advise of response to letter from Hunstanton Sailing Club Deferred from Panel meeting held on 24 July 2023
11 September 2023	Cabinet Report: Members Allowance Scheme	Cabinet	B Box	The Panel are invited to consider and comment on the recommendations to Cabinet.
11 September 2023	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
11 September 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
11 September 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
11 September 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
16 October 2023	Call-in (if any)			
16 October 2023	Corporate Strategy 2023 to 2027	Cabinet	H Howell	R & D and E & C to be invited to attend for this item. Peer Review Team will be present at this meeting.
16 October 2023	Norfolk County Deal Response	Cabinet	L Gore	
16 October 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
16 October 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
16 October 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
16 October 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Call-in (if any)			
13 November 2023	Water Quality at Heacham and Hunstanton: Next Steps		M Chisholm	Item identified by Panel on 21 June 2023. Environment Agency and Anglian Water Authority have confirmed their attendance.
13 November 2023	Council Tax Support Scheme – Final Scheme	Cabinet	J Stanton	
13 November 2023	Constitution Working Group		A Baker	
13 November 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
13 November 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
13 November 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Annual Employment Monitoring Report – B Box.	Monitoring	B Box	
4 January 2024	Call-in (if any)			
4 January 2024	2023/24 Q1 and Q2 Corporate Performance Indicator Monitoring Report	Monitoring	H Howell	
4 January 2024	Climate Change and Norfolk Climate Change Partnership Annual Report	Annual	G Greaves	Community and Environment Panel to be invited to attend for this item.
4 January 2024	Changes to Council Tax Premiums for second homes and long term empty properties	Cabinet	J Stanton	
4 January 2024	Cabinet Report: LGA Corporate Peer Challenge Final Report	Cabinet	L Gore	
DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES

MEETING		REPORT	OFFICER	OUTCOMES
4 January 2024	Service Level Agreements - Number, examples, administration, creation, legal standing etc		A Baker	
4 January 2024	Councillor Request - 2021 Taxi Testing Contract	Councillor Request		Councillor be asked to present his the request.
4 January 2024	Annual Complaints Monitoring Report – For Information only.	Annual Monitoring Report	H Howell	
4 January 2024	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
4 January 2024	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
4 January 2024	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
4 January 2024	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
26 February 2024	Call-in (if any)			
26 February 2024	2023/24 Q3 Corporate Performance Indicator Monitoring Report	Monitoring	H Howell	
26 February 2024	Cabinet Report: LGA Corporate Peer Challenge Action Plan	Cabinet		
26 February 2024	Councillor Request - 2021 Taxi Testing Contract	Councillor Request		To feed into the Environment and Community Panel on 9 April 2024.
26 February 2024	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.
26 February 2024	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
26 February 2024	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
26 February 2024	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
10 April 2024	Call-in (if any)			
10 April 2024	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
10 April 2024	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
10 April 2024	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
10 April 2024	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
10 April 2024	Exempt Report: Hunstanton Sailing Club	Annual Update (Exempt)	Borough Council Representative	The Borough Council's Representative role is to observe only.

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Forthcoming Items to be scheduled

Annual Communications Update – Panel to determine if it wishes to receive an update in 2024 (presentation to Panel 4 January 2023).

Housing Needs Assessment, etc – D Hall, N Patton

Councillor Request: Investigating the reasons why Parish Councils become inquorate and support which could be provided.

Councillor Request: Equitable Transport in West Norfolk

Briefing Note – Staff Pay Award – B Box

Report on number of Councillor complaints – A Baker

Performance of the Corn Exchange Cinema – N Gromett