

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



Shareholder Committee

Agenda

Monday, 23rd October, 2023
at 2.00 pm

in the

Council Chamber
Town Hall
Saturday Market Place
King's Lynn

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



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

13 October 2023

Dear Member

Shareholder Committee

You are invited to attend a meeting of the above-mentioned Committee which will be held on **Monday, 23rd October, 2023 at 2.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. **Appointment of Chair for the remainder of the Municipal Year**
2. **Appointment of Vice-Chair for the remainder of the Municipal Year**
3. **Apologies for absence**
4. **Minutes of the previous meeting** (Pages 6 - 11)

To note the minutes of the meeting held on 17 March 2023 as none of the current Committee were members of it in March 2023.

5. **Declarations of Interest** (Page 12)

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 an item or simply observing the meeting from the public seating area.

6. **Chair's correspondence**

7. **Members present under standing order 34**

To note the names of any Councillors who wish to address the meeting under 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.

8. **Urgent Business**

To consider any business, which by reason of special circumstances, the Chair proposes to accept, under Section 100(b)(4)(b) of the Local Government Act 1972.

9. **Shareholder Committee Terms of Reference** (Pages 13 - 16)

10. **Voluntarily ending the use of Section 21 Notices** (Pages 17 - 19)

11. **Committee Forward Plan** (Pages 20 - 22)

12. **Dates of future meetings**

16 November 2023 @ 3.00pm

20 March 2024 @ 3.00pm

13. **Exclusion of the Press and Public**

The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

14. **Shareholder Agreement for West Norfolk Property** (Pages 23 - 121)

15. **Corn Exchange Contracts** (Pages 122 - 127)

To:

Shareholder Committee: A Beales, C Morley and S Ring
Officers

Alexa Baker, Monitoring Officer

Lorraine Gore, Chief Executive

Michelle Drewery, Assistant Director / S151 Officer

Debbie Gates, Executive Director Head of Central & Community Services
Geoff Hall, Executive Director, Development and Environment
Honor Howell, Assistant to the Chief Executive

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

SHAREHOLDER COMMITTEE

Minutes from the Meeting of the Shareholder Committee held on Friday, 17th March, 2023 at 10.00 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors A Dickinson, S Sandell and S Dark.

MEMBERS PRESENT UNDER STANDING ORDER 34: Councillors M de Whalley, A Kemp, J Moriarty, C Morley, E Nockolds and T Parish.

OFFICERS:

Honor Howell – Assistant to the Chief Executive

Alexa Baker – Assistant Director and Monitoring Officer

1 **APPOINTMENT OF CHAIR**

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

RESOLVED: Councillor Dickinson was appointed Chair of the Committee.

2 **APPOINTMENT OF VICE-CHAIR**

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

RESOLVED: Councillor Sandell was appointed Vice Chair of the Committee.

3 **APOLOGIES FOR ABSENCE**

There was none.

4 **DECLARATIONS OF INTEREST**

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Councillor Nockolds declared an interest as a Board Member of Alive West Norfolk and advised the Committee that she was attending the meeting in her capacity as a Director of Alive West Norfolk.

5 **CHAIR'S CORRESPONDENCE**

There was none.

6 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillors Morley, Kemp, de Whalley, Parish and Moriarty.

The Committee noted that Councillor Nockolds was attending the meeting as a Director of Alive West Norfolk.

7 **URGENT BUSINESS**

There was none.

8 **TERMS OF REFERENCE**

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The Committee considered its Terms of Reference as included in the Agenda. The Chair invited Members present under Standing Order 34 to address the Committee.

Councillor Nockolds commented that she could not see reference to the scrutiny of company budgets in the Terms of Reference. She commented that the purpose of Alive West Norfolk reduce the Council tax subsidy for leisure. The Chair referred to section 4.4 and 4.5 of the Terms of Reference which referred to the Business Plan, which would include the budget. The Terms of Reference also included the ability for scrutiny of the work of the Committee via the Panels and Audit Committee. Councillor Nockolds queried timescales and stated that the action plan worked from June onwards. The Monitoring Officer explained that a cycle of work for the Committee would be produced, linking in with the meeting dates of the companies.

Councillor Moriarty addressed the Committee under Standing Order 34 and commented that the Panels would need to look at the Forward Plan for the Shareholder Committee in advance so that they could programme items on their agendas and the views of Councillors could be heard.

Councillor Morley addressed the Committee under Standing Order 34 and raised concerns relating to the order of the arrangements now in place. The Monitoring Officer clarified that the Companies had been set up for some time and all had Service Level Agreements in place. The purpose of the Shareholder Committee would be to monitor and scrutinise the activity of the Companies.

Councillor Kemp addressed the Committee under Standing Order 34 and explained that Councillors should have had sight of the Business Plans of the Companies and how the work of the Companies linked to the Councils Corporate Objectives.

Councillor Dark commented that he considered the Terms of Reference to be fit for purpose.

The Chair explained that a lot of work had gone on to review the relationship between the Council and the Companies and bring the Shareholder Committee to fruition.

It was noted that the Terms of Reference would be reviewed by the Committee on an annual basis.

RESOLVED: The Committee's Terms of Reference were agreed.

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COMPANY SECRETARY OPTIONS

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Honor Howell presented the report which proposed that the Chief Executive resigned as Company Secretary to West Norfolk Housing Company and West Norfolk Property Limited. It was noted that there was currently no Company Secretary appointed to Alive West Norfolk.

She outlined the options available as set out in the report and explained that the preferred option was that the Company Secretary role would be taken on by the Council's in-house legal team. It was noted that the secretarial support was provided by the Democratic Services Team and the Accounts support was provided by the Council's Finance Section.

The Chair queried if there would be a conflict of interest should the service be provided by the in-house Legal Team. The Monitoring Officer explained that there was mechanisms in place for this and ethical walls would be put up so that the Monitoring Officer would be kept separate from the Company Secretary provision.

Councillor Moriarty addressed the Committee under Standing Order 34 and asked if there was capacity within the Legal Team, and if more officers would be recruited. The Monitoring Officer explained that recruitment was ongoing.

Councillor Morley addressed the Committee under Standing Order 34 and the proposed reserved matters that would be included in the Management documents. The Monitoring Officer explained that the Cabinet Decision of 15th November 2022 included the agreement of the action plan and the action to get an agreement in place between the Shareholder Committee and the Companies to establish Governance arrangements and this would include reserves matters which the Shareholder Committee would be able to decide upon and it was proposed that Director appointments were included in this. Presently it was still up to the Companies to decide on their arrangements, so the

Shareholder Committee would be making recommendations to the Company Boards.

Councillor de Whalley addressed the Committee under Standing Order 34 asking if training on the Company Secretary role would be provided and the Monitoring Officer explained that it would.

Councillor Kemp addressed the Committee under Standing Order 4 and asked if there was the resources and capacity available to carry out this function in house.

Councillor Moriarty asked for clarification on the rules for Members attending under Standing Order 34 and if Members could ask questions. Councillor Dark commented that questions asked at the meeting so far had been responded to if appropriate.

Councillor de Whalley addressed the Committee under Standing Order 34 and asked what interim measures would need to be put in place. The Monitoring Officer explained that there should not be much of a transition required and there was external solicitor support available in the meantime if required.

The Monitoring Officer clarified that a Company Secretary was not a legal requirement in Company Law and it could be left blank on the Companies House submission.

Councillor Morley addressed the Committee under Standing Order 34 and asked for clarification on the Service Level Agreement and Governance documents. It was clarified that Service Level Agreements were already in place for the Council to recover the cost of the service provided to the Companies. Shareholder agreements would be drawn up to specify the relationship and governance arrangement between the companies and the Shareholder Committee and would come forward to the Shareholder Committee for consideration in due course.

Councillor Dark commented that he supported the proposal to bring the Company Secretary role in house.

The Monitoring Officer proposed an alternative recommendation for the Committee to consider which provided clarity on the recommendation and this was accepted by the Committee.

RESOLVED: That the Shareholder Committee recommend to the Board of Directors for West Norfolk Housing Company and West Norfolk Property Limited that the Chief Executive be removed as the Company Secretary where so appointed and that the Companies leave the official appointment of Company Secretary vacant, but seek the legal requirements of a Company Secretary from the Council's Legal Team.

ALIVE WEST NORFOLK BOARD APPOINTMENT

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Honor Howell presented the report which proposed that the Chief Executive resigned from the Alive West Norfolk Board. This would leave the Board inquorate and it was recommended that Alive West Norfolk Board appoint the Managing Director of Alive West Norfolk to the Board.

Honor Howell provided an update to the Committee on Director Appointments and explained that external appointments were being looked at to avoid any conflict of interests. Job descriptions were being looked at. It was confirmed that appointments were unpaid, but this could also be revisited depending on interest.

Councillor Morley addressed the Committee under Standing Order 34 and asked if the appointment of the Managing Director would mean that he lost any of his executive powers. It was confirmed that he would not and would remain as Managing Director of Alive West Norfolk. He would not be eligible to Chair the Board of Directors as an Executive Director. The Monitoring Officer confirmed that currently no other officers served as Board Directors.

In response to a further query from Councillor Morley it was explained that the Service Level Agreement in place for Alive West Norfolk stated that repairs, maintenance and utilities were retained by the Borough Council, therefore formed part of the Borough Council's Capital Programme.

Councillor Moriarty addressed the Committee under Standing Order 34 and asked if the plan going forward was to not have any Councillors serving as Board Directors. The Monitoring Officer explained that it was in the action plan to move towards removing Councillors because of their inherent conflict of interest and their duty to their constituents.

In response to a further query from Councillor Moriarty, it explained that in the future, as part of the agreement between the Companies and the Shareholder Committee, the appointment of Directors would be a reserved matter for the Shareholder Committee. It was also noted that the Forward Plan of the Shareholder Committee would be available to the Panels, so that they could call in any items in advance for further scrutiny.

Councillor Kemp addressed the Committee under Standing Order 34 and agreed that Councillors had a conflict and should be disengaged from Board Memberships.

The Monitoring Officer explained that Council officer membership of Boards could be increased and ethical walls and structures would be put in place to manage any conflict.

RESOLVED: That the Shareholder Committee recommend to the Alive West Norfolk Board that the Managing Director of Alive West Norfolk be appointed to the Board of Directors.

11

COMMITTEE FORWARD PLAN

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It was explained that the Shareholder Committee was required to hold at least four meetings per year.

The Monitoring Officer presented the Work Programme and explained that meeting dates would be confirmed once officers had looked at the Companies cycle of meetings and Panel schedules.

Councillor Nockolds was concerned that there were no meeting dates set. She explained that Alive West Norfolk needed a balanced budget by 1st April. The Monitoring Officer explained that discussions would take place with the Companies to determine what stage they were at with their Business Plans.

Councillor Dark acknowledged that the Forward Plan would be subject to change, but the plan presented was a good starting point. He reminded Members that they could contact the Chair at any time to consider adding items to the Forward Plan and there would be the opportunity for the Panels to consider any items on the Forward Plan.

It was confirmed that the next meeting would likely take place in June 2023.

RESOLVED: The Committee's Work Programme was noted.

12

DATE OF FUTURE MEETING

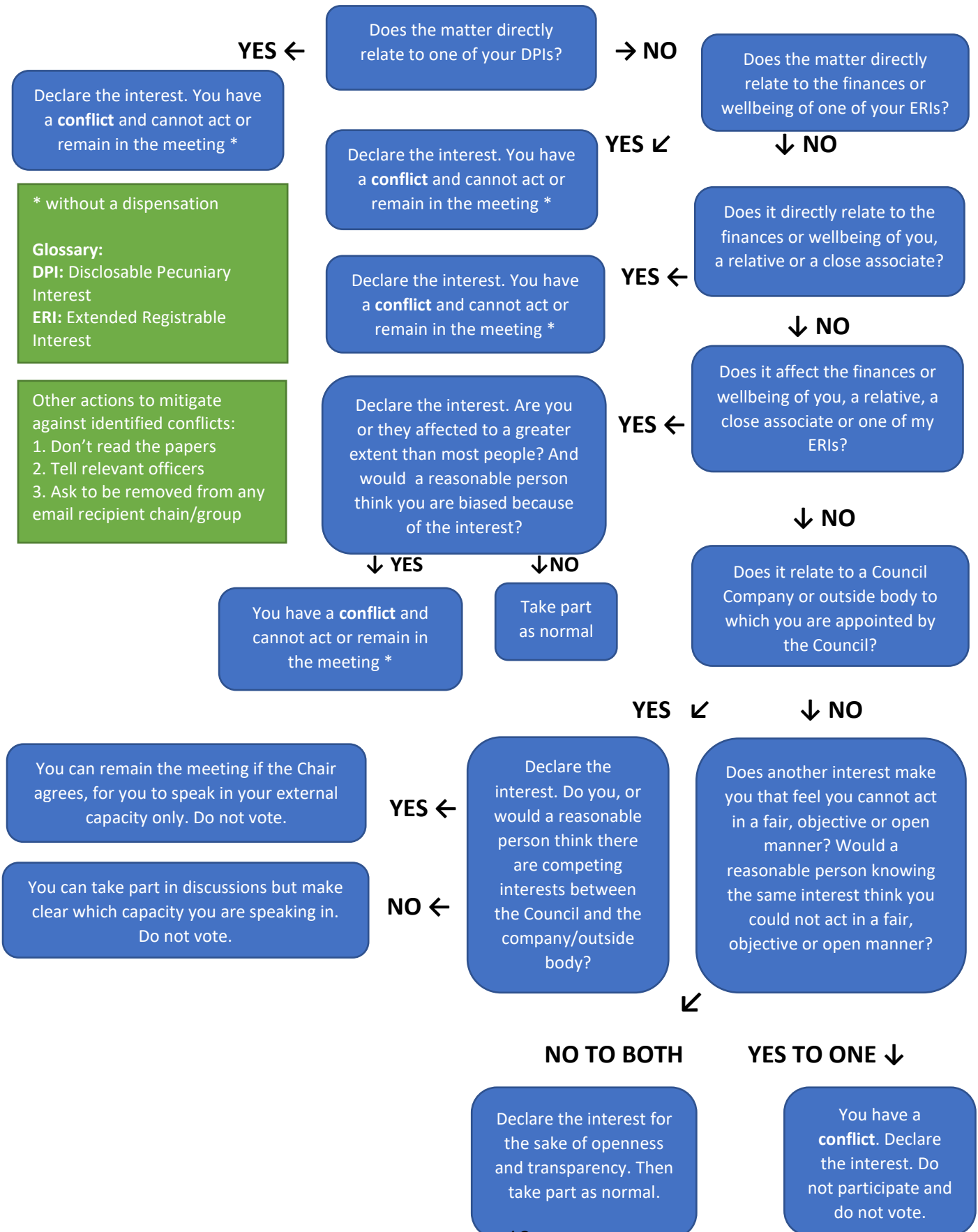
To be confirmed – June 2023.

The meeting closed at 11.25 am

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

REPORT TO SHAREHOLDER COMMITTEE

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

Review of the Shareholder Committee’s Terms of Reference

Date of meeting: 23 October 2023

Summary

To carry out a review of the Shareholder Committee’s Terms of Reference at the first meeting of the municipal year.

Recommendation

1. Shareholder Committee is recommended to review its Terms of Reference and to make any identified proposed changes as recommendations to Cabinet.

Reason for Decision

To ensure that at a review is undertaken at least annually of the terms of reference of the Shareholder Committee, which, as a sub-committee of Cabinet, must refer any recommended changes back to Cabinet; this being the body that set the Terms of Reference on 15 November 2022.

**TERMS OF REFERENCE OF THE BCKLWN SHAREHOLDER COMMITTEE
SUB-COMMITTEE OF CABINET**

1. Definitions

Council Companies	means the private limited companies in which BCKLWN is the majority shareholder/owner
Governance Documents	means, as the context requires, the Articles of Association, Business Plan, Shareholder Agreement and/or Intragroup Agreement
Shareholder Function	Means the functions set out in paragraph 4 of these terms of reference (and for ease of reference is intended to equally apply to any company limited by guarantee)

2. Overview

- 2.1 The Shareholder Committee is a sub-committee of Cabinet, the purpose of which is to fulfil the Council’s Shareholder Function in relation to the Council Companies, this being an executive function.
- 2.2 The Shareholder Committee will exercise the Council’s Shareholder Function in any company, limited by shares or guarantee, wholly owned by the Council for the purposes of service provision and/or trading activities.
- 2.3 The Shareholder Committee will exercise the functions delegated to it by Cabinet as set out in paragraph 4 below

3. Composition & Operation

- 3.1 The Shareholder Committee shall comprise of three Cabinet Members, to be appointed by the Leader.
- 3.2 Members of the Shareholder Committee can only be substituted by other Cabinet Members who are not Directors of the Council Companies.
- 3.3 The Shareholder Committee shall appoint its own Chair and Vice-Chair annually at the first meeting of the municipal year.
- 3.4 Quorum is three voting Members.

- 3.5 A Shareholder Committee meeting shall be held no less than 4 times per annum.
- 3.6 The Chief Executive, Section 151 Officer and Monitoring Officer (or their nominees) will support the Shareholder Committee.
- 3.7 Any decisions made by the Shareholder Committee must be notified to the Company Directors as soon as reasonably practicable following such decision being taken.
- 3.8 Advisors may be invited to attend the Shareholder Committee as required.

4 Functions delegated to the Shareholder Committee

The Shareholder Committee will have responsibility for the following:

- 4.1 Any decisions identified as being reserved to the Shareholder within the Governance Documents, subject to paragraph 4.3 below.
- 4.2 Any decisions that the Shareholder is required by legislation to make, subject to paragraph 4.3 below.
- 4.3 In respect of paragraphs 4.1 and 4.2, decisions may be taken provided that where a proposed recommendation is outside the Council's budgetary or policy framework, the Shareholder Committee will consider the recommendation and provide a recommendation to Full Council.
- 4.4 Approval of the Business Plan for each of the Council Companies on an annual basis.
- 4.5 Holding each of the Council Companies to account for their performance against the respective Business Plan.
- 4.6 Approval of Shareholder Agreements with the Council Companies, including any variations thereto.
- 4.7 Responsibility for holding the Council Companies to account for compliance with the respective Shareholder Agreements.
- 4.8 Reviewing the Governance Documents on an annual basis with a view to making any changes to improve governance and/or performance requirements of the Council Companies.

5 Scrutiny of the Shareholder Committee

- 5.1 All decisions of the Shareholder Committee are subject to the call-in arrangements set out in the Council's Standing Orders.
- 5.2 The Review and Development Panels may otherwise scrutinise the performance of the Shareholder Committee and require that it reports to them on the status and progress in relation to any of the Council Companies and how the Shareholder Function is being performed.
- 5.3 Audit Committee are to receive assurance that there is sound system of internal control and risk management process in place for each of the Council's companies.

6 Review

- 6.1 The Shareholder Committee will review the Terms of Reference annually

REPORT TO SHAREHOLDER COMMITTEE

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

Voluntarily ending the use of Section 21 Notices

Date of meeting: 23 October 2023

<p>Summary</p> <p>In support of its proposed Corporate Strategy on supporting communities and helping to prevent homelessness, this administration wishes explore the fast-tracking of the removal of section 21 notices (referred to as ‘No Fault Evictions’) from the range of options available to its wholly owned companies, West Norfolk Property Limited and West Norfolk Housing Company Limited, to terminate tenancies issued by the company or their contracted housing management provider.</p> <p>Recommendation</p> <p>Shareholder Committee resolves:</p> <ol style="list-style-type: none"> 1. That the Board of Directors of West Norfolk Property Limited and West Norfolk Housing Company Ltd be respectively requested to submit a written report addressed to the Chair of the Shareholder Committee within 8 weeks on the following matters: <ol style="list-style-type: none"> 1.1 The number of notices served under section 21 of the Housing Act 1988 (“section 21 notices”) within the last two years by the company or its contracted housing management provider; 1.2 The number of tenancies the company has or their contracted housing management provider has in which a section 21 notice could be served; 1.3 The predicted impact, financial or otherwise, on the company or their contracted housing management provider if the company was to voluntarily choose to never use section 21 notices going forwards; 1.4 Confirmation of any changes that would be necessary in legal contracts with any contracted housing management provider (and where possible confirmation of whether the housing management provider is willing to agree such change) in order to codify the voluntary removal of section 21 notices as
--

- an option for ending a tenancy;
- 1.5 Whether, with reference to its Business Plan, the Board of Directors considers it is in the best interests of the company to implement a company decision to voluntarily remove section 21 notices as an option for use for ending a tenancy.

Reason for Decision

In anticipation of approving business plans for the companies which support the Council's Corporate Strategy, as sole shareholder and owner of the companies.

1 Background

- 1.1 Under the Renters (Reform) Bill, which is currently in its second reading in the House of Commons, Section 21 of the Housing Act 1988 will be repealed and landlords will no longer be able to terminate tenancies via section 21 notices. These notices are commonly known as "No Fault Evictions" although it should be noted that if a tenant did not move out of the property by the deadline in the notice (at least two months from the date of the notice) then the landlord would still be required to obtain a Possession Order and appoint a Court Bailiff in order to evict the tenant.
- 1.2 Section 21 notices were novel in their introduction as they did not require a reason for the notice to terminate the tenancy unlike under the alternative route to evict which is section 8 of the Housing Act 1988, where one or more mandatory or discretionary grounds have to be provided (and where necessary, proven), as set out in Schedule 2.
- 1.3 Under the current drafting of the Bill, whilst abolishing section 21, there will be no less than 33 different grounds for possessions in Schedule 2 to the 1988 Act as amended. There are currently 17 grounds. As under the current framework, the grounds will be either mandatory or discretionary.
- 1.4 It is currently projected that the Renters (Reform) Act, upon receiving Royal Assent, would not come into effect until at least October 2024, assuming there are no delays to the Parliamentary timetable.
- 1.5 The Council's two wholly owned properties, West Norfolk Property Limited and West Norfolk Housing Company Ltd, both issue tenancies either through itself or through a contracted housing management provider and therefore can serve section 21 notices in relation to certain tenancies.
- 1.6 In support of its proposed Corporate Strategy on supporting communities and helping to prevent homelessness, this administration wishes explore the fast-tracking of the removal of section 21 notices from the range of options available to its wholly owned companies, West Norfolk Property Limited and West Norfolk Housing Company Limited, to terminate tenancies issued by the company or their contracted housing management provider.

2 Options Considered

- 2.1 It is an option to wait for the Renters (Reform) Act, if it receives Royal Assent, to come into effect, which the Council's two wholly owned property companies would have to comply with. However, there is no guarantee on when that may be, and on the current projection is at least one year away.
- 2.2 This administration wishes to explore what it can do now to support its communities, lead by example and help to prevent homelessness, and therefore

wishes to explore now the option of its companies voluntarily choosing not to use section 21 notices.

3 Policy Implications

- 3.1 The proposed recommendation links to the proposed Corporate Plan due for consideration by Full Council on 23 November 2023. The provision of the requested reports by the companies on the issue of section 21 notices will enable a decision to be made by the Shareholder Committee after the new Corporate Strategy has been set.

4 Personnel Implications

None

5 Environmental Considerations

None

6 Statutory Considerations

The recommendation relates to the use of notices under section 21 of the Housing Act 1988 in order to end a tenancy and instead using the grounds set out in section 8 of the Housing Act 18988, as referred to above.

7 Equality Impact Assessment (EIA) (Pre screening report template attached)

Not applicable in relation to the request for reports from the Companies – no decision is being taken at this stage.

8 Risk Management Implications

Whilst the matter is only being explored; none.

9 Declarations of Interest / Dispensations Granted

None

10 Background Papers

None

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)
Date of Meeting	Report Title	Decision Maker	Cabinet Member Lead and Lead Officer	List of Background Papers	Public or Private Meeting
20 March 2023	Approval of Business plans for WNP WNH AWN (TBA)	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business Alexa Baker – Monitoring Officer		Open

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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