

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



# Special Cabinet

## Agenda

Monday, 3rd June, 2024  
at 5.00 pm

Council Chamber  
Town Hall  
Saturday Market Place  
King's Lynn

Also available to view 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

**CABINET AGENDA**

**DATE: CABINET - MONDAY, 3RD JUNE, 2024**

**VENUE: COUNCIL CHAMBER, TOWN HALL, SATURDAY  
MARKET PLACE, KING'S LYNN PE30 5DQ**

**TIME: 5.00 pm**

As required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 - Item 9 below will be considered in private.

Should you wish to make any representations in relation to the meeting being held in private for the consideration of the above item, you should contact Democratic Services

**1. APOLOGIES**

To receive apologies for absence.

**2. 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.

**3. DECLARATIONS OF INTEREST (Page 6)**

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.

4. **CHAIR'S CORRESPONDENCE**

To receive any Chair's correspondence.

5. **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.

6. **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

To receive any comments and recommendations from other Council bodies which meet after the dispatch of this agenda.

Recommendations from the Standards Committee on 22 May 2024.

7. **APPOINTMENT OF CHIEF EXECUTIVE** (Pages 7 - 13)

8. **EXCLUSION OF THE PRESS AND PUBLIC**

The Cabinet 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 paragraphs 1 and 2 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.

**PRIVATE ITEM**

Details of any representations received about why the following reports should be considered in public will be reported at the meeting.

9. **CONSIDERATION OF A NOMINATION FOR HONORARY FREEDOM OF THE BOROUGH** (Pages 14 - 21)

To: Members of the Cabinet

Councillors B Anota, A Beales (Chair), M de Whalley, J Moriarty, C Morley, S Ring (Vice-Chair), J Rust and S Squire

For Further information, please contact:

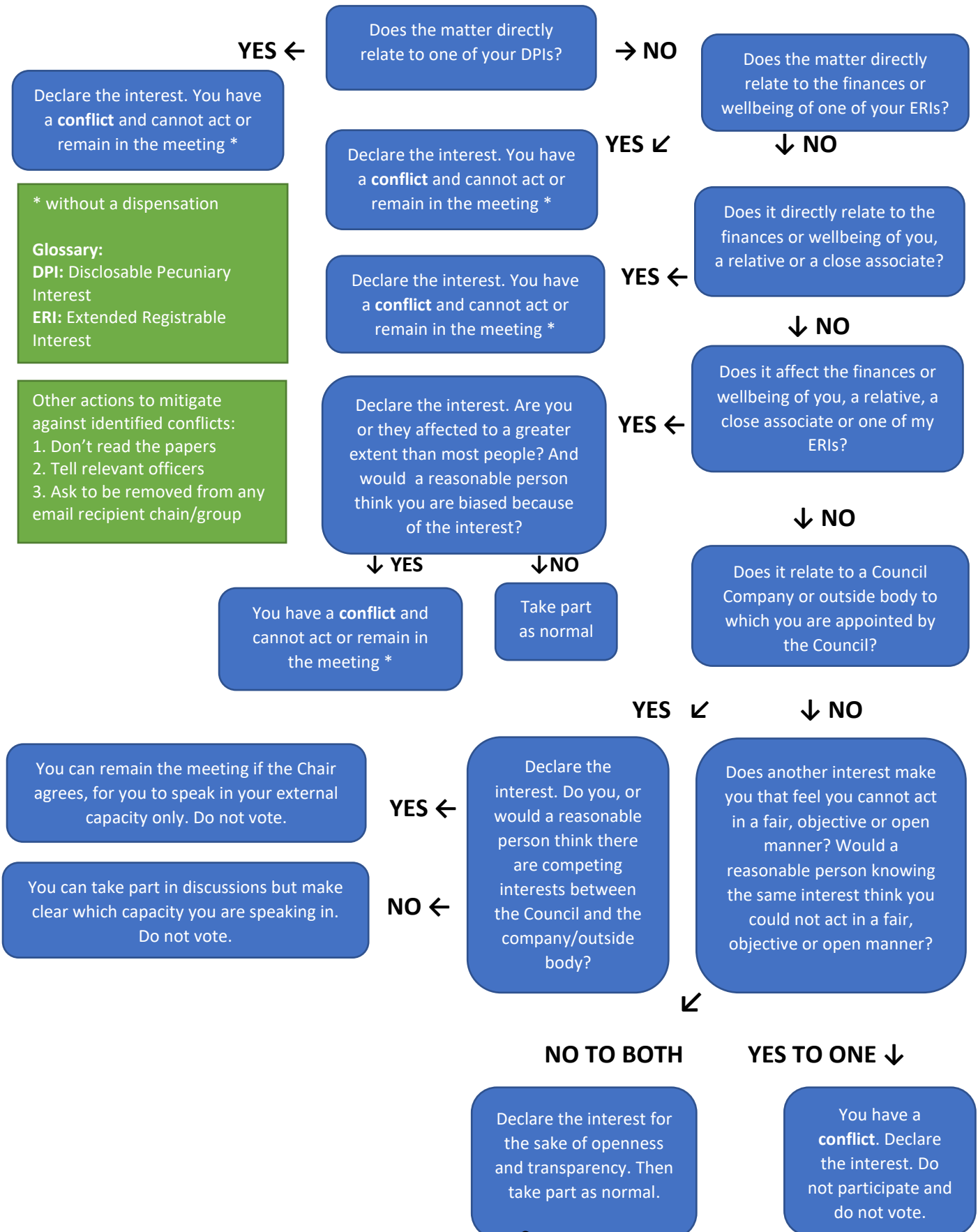
Sam Winter, Democratic Services Manager 01553 616327  
Borough Council of King's Lynn & West Norfolk

King's Court, Chapel Street  
King's Lynn PE30 1EX

**DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART**



**START**



**REPORT TO CABINET**

<b>OPEN</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	Operational	Be entirely within Cabinet's powers to decide		NO	
		Need to be recommendations to Council		YES	
		Is it a Key Decision		YES	
Lead Member: Cllr Alistair Beales E-mail: cllr.Alistair,Beales@West-Norfolk.gov.uk		Other Cabinet Members consulted:			
Lead Officer: Lorraine Gore E-mail: Lorraine.Gore@West-norfolk.gov.uk		Other Members consulted: Appointment Board Members (Cllr Lintern, Cllr Parish, Cllr Morley, Cllr Long, Cllr Bone, Cllr Ware, Cllr Sandell, Cllr Blunt)			
Other Officers consulted: Alex Baker					
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES	Risk Management Implications YES	Environmental Considerations NO

Date of meeting: 3<sup>rd</sup> June 2024

**APPOINTMENT OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE)**

**Summary**

Following a report to Cabinet to confirm that the post of Chief Executive is required by the Council, and a process to attract candidates for the role, the Appointment Board has met to determine the successful candidate for the position. In accordance with the Council's constitution, the Appointment Board's recommendation must be considered by Cabinet, and, if supported, recommended to Full Council for ratification. This report outlines the Appointment Board's recommendation following completion of the selection process.

**Recommendation**

Cabinet Resolves:

1. that it be recommended to Full Council that the post of Chief Executive be offered to Kate Blakemore

Recommendations to Full Council:

2. that the post of Chief Executive be offered to Kate Blakemore

**Reason for Decision**

To comply with requirements of the Constitution of the Borough Council of King's Lynn & West Norfolk, Part 4 Standing Orders, section 23: *Staff establishment and the filling of vacancies.*

## **1 Background**

- 1.1 The current Chief Executive (Head of Paid Service) will retire on 1<sup>st</sup> September 2024.
- 1.2 At its meeting on 9<sup>th</sup> May 2024 Cabinet agreed that the post of Chief Executive is required by the Council. At its meeting on 13<sup>th</sup> May Full Council agreed the job description and personal specification for the post.
- 1.3 A recruitment and selection process has now been completed for the post.

## **2 Appointment of Chief Executive (Head of Paid Service)**

- 2.1 The Appointment Board met on 24<sup>th</sup> May to interview candidates who had progressed to the final interview stage of the selection process.
- 2.2 Three candidates progressed to final interview stage following a comprehensive selection process led by Penna Consultants.
- 2.3 The Appointment Board reached a unanimous decision to recommend the appointment of Kate Blakemore to the post of Chief Executive.

## **3 Policy Implications**

- 3.1 Appointment to the Chief Executive (Head of Paid Service) must be made in accordance with the Constitution of the Borough Council of King's Lynn & West Norfolk, Part 4 Standing Orders, section 23.6:

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

- 3.2 Further to standing order 23.6, the appointment of Head of Paid Service must be ratified by full Council.

## **4 Financial Implications**

- 4.1 The Financial Plan 2023/2028 approved by Council on 22 February 2024 includes budget provision for the salary costs of the current SLT. Two of the current Executive Directors are retiring on in June 2024 and a review of senior level staffing resource requirements will be



undertaken by the new Chief Executive.

## **5 Personnel Implications**

- 5.1 The recruitment for the Chief Executive (Head of Paid Service) has been undertaken by Penna Consultants and publicly advertised and filled by open competition arising from that advertisement.
- 5.2 Five candidates were shortlisted for the first stage of the selection process, which was held on 23<sup>rd</sup> May.
- 5.3 A thorough and rigorous selection process was undertaken on 23<sup>rd</sup> May, including involvement of the Appointment Board members. This resulted in the Appointment Board determining that three candidates should go forward to the final interview stage on 24<sup>th</sup> May.
- 5.4 Final interviews were held on 24<sup>th</sup> May resulting in a decision regarding which candidate should be offered the position.
- 5.5 A provisional job offer has been made to the recommended candidate, subject to satisfactory references and medical, as is standard practice for all Council appointments. In addition the appointment requires ratification by Full Council before a formal offer can be made.
- 5.6 The recommended candidate will be subject to a three month notice period with their current employer, prior to commencing their employment with this Council.

## **6 Environmental Considerations**

- 6.1 None

## **7 Statutory Considerations**

- 7.1 S.4(1) of the Local Government and Housing Act 1989:

S.4 Designation and reports of head of paid service

- (1) It shall be the duty of every relevant authority
  - (a) to designate one of their officers as the head of their paid service; and
  - (b) to provide that officer with such staff, accommodation and other resources as are, in his opinion, sufficient to allow his duties under this section to be performed.

## **8 Equality Impact Assessment (EIA)**

- 8.1 Attached

## **9 Risk Management Implications**

- 9.1 Appointment to Chief Executive (Head of Paid Service) required to ensure senior leadership resource and to meet statutory requirements.



### Stage 1 - Pre-Screening Equality Impact Assessment

Name of policy/service/function	Appointment of Chief Executive				
Is this a new or existing policy/ service/function? <i>(tick as appropriate)</i>	New		Existing	/	
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, and identify relevant legislation.	Appointment to the post of Chief Executive (Head of Paid Service) following retirement of the current postholder				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>					
<b>Question</b>	<b>Answer</b>				
<p><b>1.</b> 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, 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> <p><b><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></b></p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Sex			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	

	Other (eg low income, caring responsibilities)			x	
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Question	Answer	Comments
<p><b>2.</b> 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><b>3.</b> Could this policy/service be perceived as impacting on communities differently?</p>	No	
<p><b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	No	
<p><b>5.</b> Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	<p><b>Actions:</b></p> <p><b>Actions agreed by EWG member:</b></p> <p>.....</p>
<p><b>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:</b></p>    <p><b>Decision agreed by EWG member:</b> .....</p>		
<p><b>Assessment completed by:</b></p> <p><b>Name</b></p>	<p><b>Lorraine Gore</b></p>	
<p><b>Job title</b></p>	<p><b>Chief Executive</b></p>	
<p><b>Date completed</b></p>	<p><b>24<sup>th</sup> May 2024</b></p>	

Complete EIA Pre-screening Form to be shared with Corporate Policy ([corporate.policy@west-norfolk.gov.uk](mailto:corporate.policy@west-norfolk.gov.uk))

**REPORT TO CABINET**

<b>Exempt</b>		Would any decisions proposed :			
Discretionary		Be entirely within Standards powers to decide		NO	
		Report to Cabinet		YES	
		Need to be recommendations to Council		YES	
Lead Member: Cllr M de Whalley E-mail: <i>cllr.michael.dewhalley@west-norfolk.gov.uk</i>			Other Officers consulted: Chief Executive Monitoring Officer, Civic Officer		
Lead Officer: Samantha Winter E-mail: <i>sam.winter@west-norfolk.gov.uk</i> Direct Dial: 01553 616327					
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO	Risk Management Implications NO	Environmental Implications No
If not for publication, the paragraph of Schedule 12A of the 1972 Local Government Act considered to justify that are paragraphs 1 & 2					

Date of meeting: 3 June 2024

**PROPOSAL FOR THE AWARD OF THE HONORARY FREEDOM OF THE BOROUGH – MS JILL BENNETT**

**Summary**

The Borough Council has received a letter of nomination, supported by a number of referees, for Jill Bennett to be awarded Freedom of the Borough.

The Standards Committee have given consideration to that nomination which falls within their terms of reference below.

The terms of reference of the Standards Committee include:

E.15 Consider nominations for the award of Freedom of the Borough, and make recommendations to Full Council for the award or refusal.

Any recommendation being presented to Council should first be considered by Cabinet.

**Recommendation**

The Cabinet is invited to consider the recommendations from the Standards Committee on the nomination of Ms Jill Bennett for Freedom of the Borough and make recommendations onto Council as set out below:

- 1) That Council consider the recommendations from Standards and Cabinet at an Extraordinary meeting on 17 June 2024 to consider the proposal to bestow the Freedom of the Borough on the Nominee which would be awarded as set out in recommendation 2 below:

- 2) That the Extraordinary Meeting of the Council being held before/after the Council meeting on 27 June 2024 to bestow the honour of Honorary Aldermen also include the award of the Honorary of Freedom of the Borough to the nominee, under s249 of the Local Government Act 1972, in recognition of the eminent service that the nominee has given to the Borough and west Norfolk.
- 3) That the common seal of the Council be affixed to a certificate to be presented to the nominee at that meeting.

Reason for decision

To give consideration to the nomination received.

## **1 Background of Nomination**

A letter of nomination has been received from Councillor M de Whalley to award the Honorary Freedom of the Borough to Ms Jill Bennett, Retired BBC Radio Reporter. The nomination has been supported in writing by:

King's Lynn Civic Society (signed by Ms Alison Gifford (Chair))

Cllr Paul Bland JP

Dr Paul Richards FRSA FSA DL

Mr David Goddard DL

Mr Tony Williams MA FRSA DL

Mr Nick Balaam FSA.

## **2 Information**

Ms Jill Bennett has been proposed for the award of Honorary Freedom of the Borough in recognition of her many decades of media coverage for West Norfolk.

## **3 Background to the award of the Honorary Freedom of the Borough**

Under Section 249 of the Local Government Act 1972, Borough Councils may admit as Honorary Freemen of the Borough 'persons of distinction and persons who have, in the opinion of the council, rendered eminent services to the Borough'. In the case of HM Services units, the Freedom of the Borough can be bestowed upon them.

The Honorary Freedom is the highest award that the Council can bestow.

No legal rights or responsibilities are conveyed by the granting of the Freedom of the Borough, other than a ceremonial role at Civic functions.

When a regiment has been granted the Freedom of the Borough, tradition allows a military unit to parade through the town with fixed bayonets, regimental band playing, and colours flying. Following Council approval, regimental flags may be flown at the Civic Centre, on regimental days only, for those regiments who have been or are granted Freedom of the Borough.

The resolution must be passed by not less than two-thirds of the Members at a meeting of the Council specially convened for the purpose with notice of the object.

#### **4 Previous Awards of Freedom of the Borough**

The list of individuals and organisations who have been awarded the Freedom of the Borough are as follows:

10 July 1901	George William Webster
10 July 1901	Walter Harry Rutter
10 July 1901	Charles Ernest Ayre
10 July 1901	John David Franks
10 July 1901	John Leaf Wright
4 November 1901	Harry Lambert
9 May 1907	David Warnes
12 January 1912	Sir William John Lancaster J.P
26 September 1923	Holcombe Ingleby M.A.J.P
21 October 1946	William Russell Sadler O.B.E., J.P.
26 September 1951	Robert Bunnett O.B.E., J.P.
26 September 1951	John Harwood Catleigh O.B.E., J.P.
26 July 1954	Her Majesty Queen Elizabeth, The Queen Mother
15 October 1962	Alice Maud Fisher
25 March 1963	The Lady Fermoy O.B.E
14 October 1969	Sir John Barbirolli C.H., F.R.A.M., F.T.C.L.
6 December 1976	The Royal Air Force, Marham

Awards made since Borough Council of King's Lynn and West Norfolk formed

13 November 1981	The Royal Air Force, Marham
15 July 1983	The Royal Anglian Regiment
2 October 2014	No 42 (King's Lynn) Sqn Air Training Corps
23 April 2015	Dr Paul Richards FRSA FSA DL
11 April 2019	Sir Richard Jewson KCVO JP Lord Lieutenant of Norfolk

#### **5 Nominating Criteria**

**Criteria agreed at Cabinet and Council March 2023 following Corporate Performance Panel Review**

1. Bestowing the award of Freedom of the Borough should be an exceptional event.
2. Organisations as well as individuals should be eligible.



3. Recipients should be persons who, or organisations which, have given outstanding service to the Borough. Those services may relate to: artistic and cultural endeavours; business, growth and prosperity; charitable work; improvement to the built and natural environment; religious and spiritual life; sports activities; civic service; community cohesion; racial diversity; or any other service considered to be an asset to the Borough.
4. Persons nominating may do so at any time and should do so in writing giving reasons and providing 5 referees, two of whom at least should be currently resident citizens of the Borough, to testify to the nominee's worthiness.
5. Comments from individual Council members should be invited and reported to Standards Committee, and the Standards Committee would make recommendations to Cabinet and Full Council. Schedule 12A paragraph 1 of the Local Government Act 1972 will be relevant to any consideration of the nominations at Standards Committee.
6. Anyone granted the Honorary Freedom of the Borough should take formal precedence after the Mayor and Deputy Mayor on civic occasions; and
7. Anyone granted the Honorary Freedom of the Borough should receive a badge (similar to an Honorary Alderman's) and an illuminated scroll.
8. Full Council may, following a recommendation from Standards Committee, revoke the award of the Freedom of the Borough granted to any person or organisation at any time, if it considers that the recipient has brought the Council into disrepute.

## **6 Options Considered**

The Standards Committee was invited to consider the nomination and make recommendations either in support or refusal of the proposal. The terms of reference for Standards Committee include the following:

- E.15 Consider nominations for the award of Freedom of the Borough, and make recommendations to Full Council for the award or refusal.

The Standards Committee is recommending the award of the Freedom of the Borough to Ms Bennett.

Cabinet will consider the recommendations from Standards Committee en route to Council. If recommendations are made to Council in support of the proposal, an additional special Council meeting is required to confer the honour, at which it must be a decision of no less than two thirds of the members present at the meeting convened for that purpose to decide whether to make the award.

If the Standards Committee decide to make the recommendation to Council they can make the following recommendations:

## **7 Policy Implications**

There are no policy implications.

## **8 Financial Implications**

The Special Council meeting to bestow the Honour will be held on the same day as an ordinary meeting. The cost of the Honorary Freedom badge and engrossment will be in the region of £800.

## **9 Personnel Implications**

None applicable

## **10 Statutory Considerations**

Section 249 of the Local Government Act 1972

## **11 Environmental considerations**

None

## **12 Equality Impact Assessment (EIA)**

None applicable

## **13 Risk Management Implications**

None.

## **14 Declarations of Interest / Dispensations Granted**

None

## **15 Background Papers**

The letters of request and support. (attached)

# Pre-Screening Equality Impact Assessment

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



Name of policy/service/function	Freedom of the Borough				
Is this a new or existing policy/ service/function?	Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Decision of the Council whether to award the Freedom of the Borough to Jill Bennett				
<b>Question</b>	<b>Answer</b>				
<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 <b>according to their different protected characteristic</b>, 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			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
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?	No				
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
<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>	No	<b>Actions:</b>			
		<b>Actions agreed by EWG member:</b> .....			
<b>Assessment completed by:</b> <b>Name: S Winter</b>					
<b>Job title: Democratic Services Manager</b>	<b>Date: March 2024</b>				

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

**STANDARDS COMMITTEE**

**Minutes from the Meeting of the Standards Committee held on Wednesday,  
22nd May, 2024 at 1.30 pm in the Council Chamber, Town Hall, Saturday  
Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor A Ware (Chair)  
Councillors B Anota, B Ayres, A Beales, S Bearshaw and S Sandell

Apologies for absence were received from Councillors S Ring, S Squire and  
D Tyler

1 **MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** The minutes of the previous meeting were agreed as a correct record.

2 **DECLARATIONS OF INTEREST**

Councillor Ware declared that she served on one of the Council's outside bodies with the nominee.

3 **URGENT BUSINESS**

There was none.

4 **MEMBERS PRESENT UNDER STANDING ORDER 34.**

Councillor M de Whalley attended under standing order 34,

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

None

6 **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

7 **NOMINATION OF THE AWARD OF THE FREEDOM OF THE BOROUGH**

The Committee received a nomination for the Honorary Freedom of the Borough which had been submitted by Councillor M de Whalley, with 6 supporters. Under standing order 34 Councillor de Whalley presented his nomination and spoke in support of the nominee.

The Committee gave consideration to the nomination and the 6 letters of support received. The Committee supported the nomination unanimously.

**RESOLVED:** That the Standards Committee support the nomination for the Honorary Freedom of the Borough submitted by Councillor M de Whalley for onward consideration by Cabinet and recommendations to Council as follows:

- 1) That Council consider the recommendations from Standards and Cabinet at an Extraordinary meeting on 17 June 2024 to consider the proposal to bestow the Freedom of the Borough on the Nominee which would be awarded as set out in recommendation 2 below:
- 2) That the Extraordinary Meeting of the Council being held before/after the Council meeting on 27 June 2024 to bestow the honour of Honorary Aldermen also include the award of the Honorary of Freedom of the Borough to the nominee, under s249 of the Local Government Act 1972, in recognition of the eminent service that the nominee has given to the Borough and west Norfolk.
- 3) That the common seal of the Council be affixed to a certificate to be presented to the nominee at that meeting.

**The meeting closed at 1.42 pm**