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09 May 2023

The Annual meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 17 May 2023 at 6.00 pm.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item must notify Democratic Services 24 hours in advance of the meeting. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: [emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk). Please note that this meeting will be live-streamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-yEzq>

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

**Emma Denny**  
**Democratic Services Manager**

**To:** Mr T Adams, Mr P Bailey, Mr M Batey, Mr K Bayes, Mr D Birch, Mr H Blathwayt, Ms J Boyle, Mr A Brown, Mr G Bull, Mrs S Bütikofer, Ms E Coleman, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mrs W Fredericks, Mr C Heinink, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mr R Macdonald, Mr G Mancini-Boyle, Mr P Neatherway, Mr L Paterson, Mr S Penfold, Mrs P Porter, Mr J Punchard, Mr C Ringer, Mr R Sims, Miss L Shires, Mrs E Spagnola, Mr M Taylor, Mr J Toye, Mr E Vardy, Mr A Varley, Ms L Vickers and Ms L Withington

All other Members of the Council for information.

Members of the Management Team, appropriate Officers, Press and Public

**If you have any special requirements in order to attend this meeting, please let us know in advance**  
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

## A G E N D A

### **1. OUTGOING CHAIRMAN'S COMMUNICATIONS AND ANNOUNCEMENTS**

To receive the outgoing Chairman's communications and announcements.

Cheques will also be presented to the two following charities, which were nominated by the Chairman during their year in office:

- MAP – represented by James Chaplain
- Priscilla Bacon Hospice –represented by Hugo Stevenson

### **2. ELECTION OF CHAIRMAN**

To elect a Chairman of the Council for the ensuing year.

### **3. INCOMING CHAIRMAN'S COMMUNICATIONS**

To receive the incoming Chairman's communications.

### **4. ELECTION OF VICE-CHAIRMAN**

To elect a Vice-Chairman of the Council for the ensuing year.

### **5. VOTE OF THANKS TO THE RETIRING CHAIRMAN AND VICE-CHAIRMAN AND THEIR CONSORTS**

### **6. APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

### **7. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

1 - 6

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest (see attached guidance and flowchart)

### **8. ITEMS OF URGENT BUSINESS**

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972.

### **9. ELECTION OF THE LEADER OF THE COUNCIL**

To elect the Leader of the Council, who shall also be the Chairman of the Cabinet.

### **10. ANNOUNCEMENTS FROM THE LEADER OF THE COUNCIL**

To receive any announcements from the Leader of the Council.

**11. REPORT ON APPOINTMENT OF MEMBERS OF THE CABINET**

The Leader will report to Full Council on all appointments to Cabinet (including the Deputy Leader).

**12. REPORT ON APPOINTMENT OF THE LEADER OF THE OPPOSITION**

To report to Full Council on the appointment of the Leader of the main Opposition Group.

**13. TO ESTABLISH THE POLITICAL BALANCE OF THE COUNCIL AND THE ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS**

7 - 12

<b>Executive Summary</b>	Following the District Council elections on 4 <sup>th</sup> May 2023, the Council is required to review and approve the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.
<b>Options considered</b>	Any alternative options for the allocation of committee seats are set out in the accompanying appendix.
<b>Consultation(s)</b>	Group Leaders are consulted with in advance of the Annual General Meeting of Full Council. They are advised of any recommended allocations and then agree and final decisions prior to the meeting.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li><b>1. That Council approves the political balance calculation as per section 3.1 of this report</b></li> <li><b>2. That Council approves the allocation of seats to political groups as shown at Appendix A</b></li> <li><b>3. That following the Annual Meeting of Council, any subsequent appointments to Committees be delegated to the Group Leaders.</b></li> </ol>
<b>Reasons for recommendations</b>	To ensure that the allocation of seats to committees, sub-committees, working parties and panels reflects the political balance of the Council, following the District Council election on 4th May 2023.

<b>Background papers</b>	None.
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<b>Wards affected</b>	All wards
<b>Contact Officer</b>	Emma Denny, Democratic Services Manager, <a href="mailto:emma.denny@north-norfolk.gov.uk">emma.denny@north-norfolk.gov.uk</a>

**14. APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND** 13 - 20

Agenda Note:

If the Council is to approve alternative arrangements for appointments to a committee other than those required by law on political balance, it must be without any member voting against them.

There is no substitution permitted on Cabinet. Members are also reminded of the requirement for committee members and substitutes on Development Committee and members of the Licensing Committee (Regulatory and Premises & Gambling) to have undertaken the required training.

Decision:

To appoint members and substitutes to Committees, sub-committees, Working Parties and Panels as outlined in Appendix B.

**15. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES** 21 - 22

Decision:

1. To appoint Chairman and Vice-Chairmen to Committees and Council Working Parties for 2023/2024
2. To note the appointment of Chairmen and Vice-Chairmen of Executive (Cabinet) sub-committees and Working Parties

*Please note - Chairmen and Vice-chairmen of Executive sub-committees and working parties are not Council appointments and are therefore provided for noting only.*

**16. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES** 23 - 30

Decision:

1. To **approve** Council appointments to Outside Bodies and Joint Committees
2. To **note** the Executive appointments to Outside Bodies and Joint Committees

Please note – some appointments to Outside Bodies are Executive (Cabinet) not Full Council appointments and are therefore provided for noting only

**17. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) \_ of Part 1 of Schedule 12A (as amended) to the Act.”

**18. PRIVATE BUSINESS**

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## Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

## Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

## Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative, close associate; or
  - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

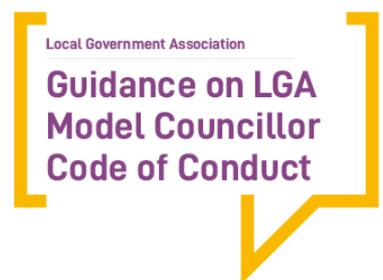
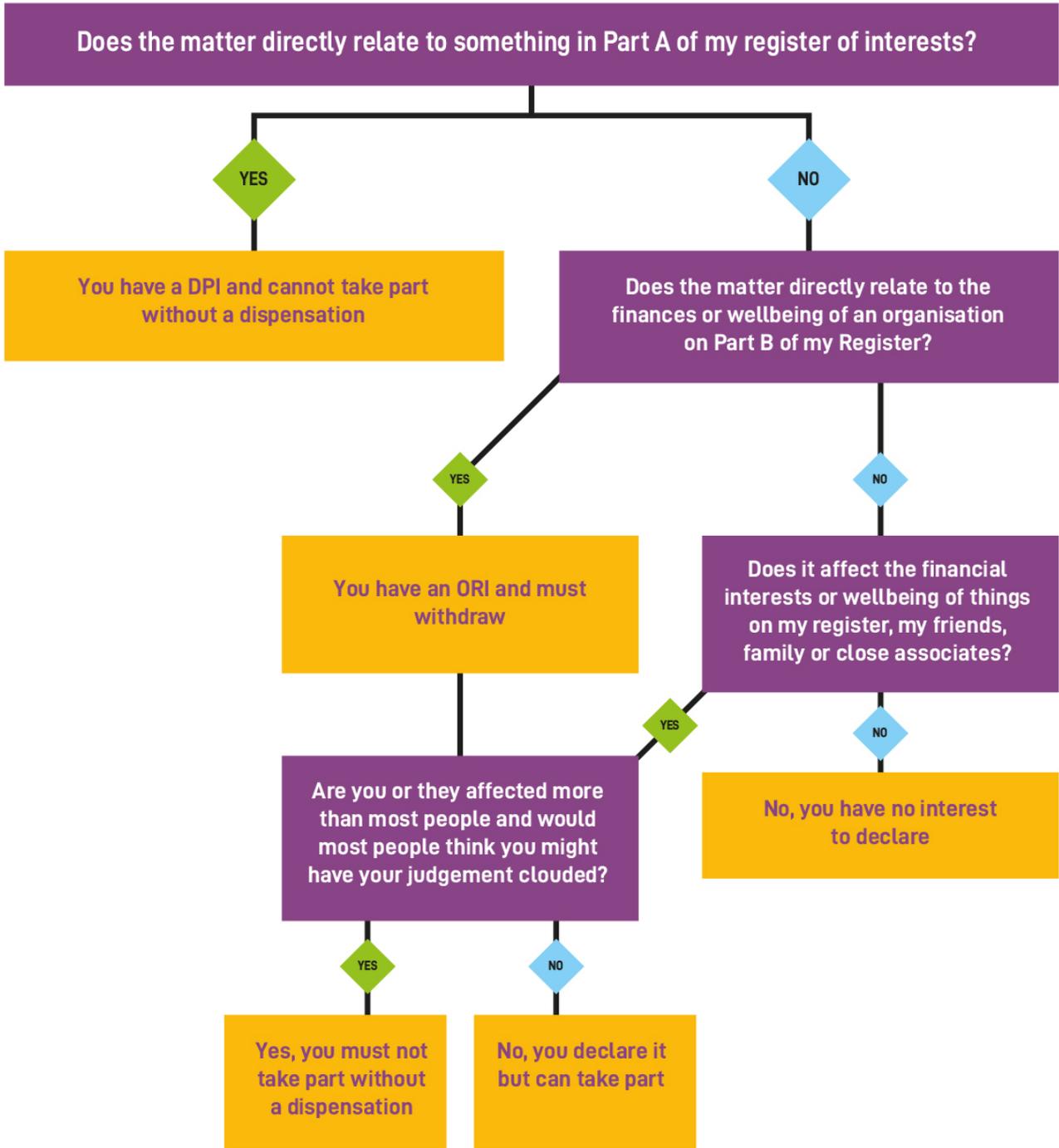
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"><li>a) any body of which you are in general control or management and to which you are nominated or appointed by your authority</li><li>b) any body<ul style="list-style-type: none"><li>(i) exercising functions of a public nature</li><li>(ii) any body directed to charitable purposes or</li><li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li></ul></li></ul>
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<b>REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS</b>	
<b>Executive Summary</b>	Following the District Council elections on 4 <sup>th</sup> May 2023, the Council is required to review and approve the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.
<b>Options considered</b>	Any alternative options for the allocation of committee seats are set out in the accompanying appendix.
<b>Consultation(s)</b>	Group Leaders are consulted with in advance of the Annual General Meeting of Full Council. They are advised of any recommended allocations and then agree and final decisions prior to the meeting.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li><b>1. That Council approves the political balance calculation as per section 3.1 of this report</b></li> <li><b>2. That Council approves the allocation of seats to political groups as shown at Appendix A</b></li> <li><b>3. That following the Annual Meeting of Council, any subsequent appointments to Committees be delegated to the Group Leaders.</b></li> </ol>
<b>Reasons for recommendations</b>	To ensure that the allocation of seats to committees, sub-committees, working parties and panels reflects the political balance of the Council, following the District Council election on 4th May 2023.
<b>Background papers</b>	

<b>Wards affected</b>	All wards
<b>Contact Officer</b>	Emma Denny, Democratic Services Manager, <a href="mailto:emma.denny@north-norfolk.gov.uk">emma.denny@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	Not applicable. This is a statutory requirement
Medium Term Financial Strategy (MTFS)	A statutory requirement, with no cost implications.
Council Policies & Strategies	Not applicable.

<b>Corporate Governance:</b>
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Is this a key decision	No
Has the public interest test been applied	This item is not exempt.
Details of any previous decision(s) on this matter	Then political balance of the Council is calculated following a District election and each time there is a change to the political groups.

## 1. Purpose of the report

- 1.1 Following the District Council elections on 4th May 2023, it is necessary to review the political balance of the Council and determine the allocation of seats on committees.
- 1.2 Council's duty is to determine the allocation of seats to be filled by appointments by the authority, except the Cabinet. The purpose is to ensure that there is proportionality across all formal activities of the Council, reflecting the overall political composition. It affects all formally constituted committees, sub-committees, working parties and panels which discharge functions on behalf of the authority.
- 1.3 This report and the accompanying appendix, sets out the political balance of the council and how this is reflected in the allocation of seats on committees, sub committees, working parties and panels.

## 2. Introduction & Background

- 2.1 On 4<sup>th</sup> May 2023, following the District Council elections, the political balance of the Council changed. The Council now has the following composition: Liberal Democrats (25 Members), Conservatives (12 Members), Independent Group (3 Members).
- 2.2 Section 15(1) of the Local Government & Housing Act 1989 requires the Council to review the representation of the different political groups on committees and sub-committees:
  - at, or as soon as practicable after the Annual Meeting of the Council or,
  - where notice is received of a change in the composition of political groups
- 2.3 The Head of Paid Service has a duty, whenever such a review takes place, to submit a report to the Council showing what the allocation of seats, in their opinion, best meet the requirements of the above Act.

## 3. Proposals and Options

### 3.1 Political Composition

The political composition of the Council is outlined below:

<b>Group</b>	<b>No. of members</b>	<b>%</b>
Liberal Democrat	25	62.5
Conservative	12	30
Independent	3	7.5
<b>Total</b>	<b>40</b>	<b>100%</b>

- 3.2 The Council needs to approve the allocation of seats to the political groups on those committees which are required by law to be politically balanced.
- 3.2 The obligation to ensure that there is proportionality in the political composition of the Council's committees extends only to proportionate representation of members of political groups
- 3.3 In carrying out any review, the Council is obliged to adopt the following principles and to give effect to them 'so far as is reasonably practicable':
- a) That not all seats on the Council are allocated to the same political group
  - b) That the majority of the seats on the Council are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership
  - c) Subject to the above, that the number of seats on ordinary committees of the Council which are allocated to each political group, have the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority and
  - d) Subject to a) and c) above, that the number of the seats on the Council which are allocated to each group have the same proportion to the number of all the seats on that Council as is borne by the number of members of that group to the membership of the Council.
  - e) That following the Annual meeting of Council, delegation should be given to the Group Leaders to make any changes required to appointments to committees, sub-committees, working parties and panels as long as they are in accordance with the political balance. Group Leaders will inform the Democratic Services Manager of any changes members will be notified by email. In addition, and to ensure they changes are recorded formally, an update will be provided to the next meeting of Full Council.

#### 3.4 **Entitlement to Places**

The table at Appendix A shows provides the entitlement to places of each group. Generally, the approach taken has been to round up percentages where they are above 0.5%. However, in the case of the Independent Group, due to their size, they are not automatically entitled to a seat on all of the main committees. Adjustments to the share of committee seats have therefore been proposed to facilitate this and it is now up to the Groups to negotiate between themselves to finalise the allocations.

- 3.5 The political balance rules apply to all committees, sub-committees, working parties and panels, unless there is agreement by the Group Leaders and approval by Full Council to waive this requirement.

**4. Corporate Priorities**

The review of the Council's political balance and approval of the allocation of seats on Committees, sub-committees, working parties and panels must be considered at the AGM of the new administration, so that the business of the Council can continue without impediment, whilst reflecting the political make-up of the Council.

**5. Financial and Resource Implications**

This is a statutory report and has no financial or resource implications.

**6. Legal Implications**

This is a statutory report and the Council is required to calculate the political balance and allocate seats in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

**7. Risks**

If Full Council does not comply with the statutory requirements set out in Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder, the core governance functions of the Council cannot operate and decisions cannot be taken.

**8. Net Zero Target**

Although this report and any decisions arising from it do not have direct implications for the Council's Net Zero Target, decisions taken by the Council's committees will have an impact. To ensure that the Council can continue to take decisions in compliance with its targets, the political balance needs to be reviewed and seat allocations need to be approved.

**9. Equality, Diversity & Inclusion**

The Council's policy has been considered and applied where relevant.

**10. Community Safety issues**

Not applicable.

**11. Conclusion and Recommendations**

Following a change in the political balance of the Council, it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

- 1. That Council approves the political balance calculation as per section 3.1 of this report**
- 2. That Council approves the allocation of seats to political groups as shown at Appendix A**
- 3. That following the Annual Meeting of Council, any subsequent appointments to Committees be delegated to the Group Leaders.**

			Liberal Democrat		Conservative		Independent		TOTAL
Members			25		12		3		40
Expressed as %			62.5%		30%		7.5%		100%
Committee	No. of Seats Currently		Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	
Licensing Committee	15		9.375	9	4.5	5	1.125	1	15
Development Committee	14		8.75	9	4.2	4	1.05	1	14
Overview & Scrutiny	12		7.5	7	3.6	4	0.9	1	12
Planning Policy & Built Heritage WP	12		7.5	8	3.6	3	0.9	1	12
Standards Committee	7		4.375	4	2.1	2	0.525	1	7
EAC	5		3.125	3	1.5	1	0.375	1	5
*NN Sustainability Fund Grants Panel	7		4.375	4	2.1	2	0.525	1	7
*Member Development Group	6		3.75	4	1.8	2	0.45	0	6
Governance, Risk & Audit Committee	6		3.75	4	1.8	2	0.45	0	6
Constitution Working Party	5		3.125	3	1.5	2	0.375	0	5
Joint Staff Consultative Committee	5		3.125	3	1.5	2	0.375	0	5
Cabinet WP for Projects	5		3.125	3	1.5	2	0.375	0	5
* Council Tax Support Working Party	5		3.125	3	1.5	1	0.375	1	5
<b>TOTAL</b>	<b>104</b>		<b>65</b>	<b>64</b>	<b>31.2</b>	<b>32</b>	7.8	<b>8</b>	<b>104</b>

*\*Please note that all of the above are politically balanced. This can only be waived with the agreement of the Group Leaders (see accompanying report)*

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APPOINTMENT OF MEMBERS ON COMMITTEES (May 2023)

Overview & Scrutiny Committee (12 seats)	Liberal Democrat (7)	Conservative (4)	Independent (1)
(politically balanced)	Jill Boyle	Christopher Cushing	Nigel Housden
	John Toyne	Nigel Dixon	
	Garry Bull	Victoria Holliday	
	Peter Fisher	Liz Vickers	
	Martin Batey		
	Roy Macdonald		
	Saul Penfold		
<b>Substitutes</b>	<b>Up to 7 subs</b>	<b>Up to 4 subs</b>	<b>1 sub</b>
	<i>Emma Spagnola Phil Bailey Sarah Butikofer Emma Coleman</i>	<i>Tom FitzPatrick Gerard Mancini-Boyle Peter Neatherway Eric Vardy</i>	<i>Angie Fitch-Tillett</i>

<b>Development Committee (14 seats)</b>	<b>Liberal Democrat (9)</b>	<b>Conservative (4)</b>	<b>Independent (1)</b>
(politically balanced)	Paul Heinrich	Victoria Holliday	Angie Fitch-Tillett
<i>Must be trained to sit on the Committee</i>	Roy Macdonald	Gerard Mancini-Boyle	
	Andrew Brown	Peter Neatherway	
	Peter Fisher	Liz Vickers	
	Mike Hankins		
	John Toye		
	Martin Batey		
	Adam Varley		
	Kim Toye		
<b>Substitutes</b>	<b>Unlimited subs</b>	<b>Unlimited subs</b>	<b>Unlimited subs</b>
<i>Must be trained</i>	<i>Callum Ringer Garry Bull Phil Bailey Sarah Butikofer Jill Boyle Emma Spagnola Emma Coleman Tim Adams Wendy Fredericks</i>	<i>Nigel Dixon Tom FitzPatrick Luke Paterson Eric Vardy</i>	<i>Nigel Housden Jeremy Punchard</i>

<b>Governance, Risk and Audit Committee (6 seats)</b>	<b>Liberal Democrat (4)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	John Toye	Christopher Cushing	
	Jill Boyle	Liz Vickers	
	Saul Penfold		
	Emma Spagnola		
<b>Substitutes</b>	<b>Up to 4 subs</b>	<b>Up to 2 subs</b>	
	<i>Garry Bull Richard Sims Peter Fisher Emma Coleman</i>	<i>Nigel Dixon Victoria Holliday</i>	
<b>Employment &amp; Appeals Committee (5 seats)</b>	<b>Liberal Democrat (3)</b>	<b>Conservative (1)</b>	<b>Independent (1)</b>
(politically balanced)	Tim Adams	Christopher Cushing	Angie Fitch-Tillett
<i>Must be trained</i>	Jill Boyle		
	Wendy Fredericks		
<b>Substitutes (10)</b>	<b>6 substitutes</b>	<b>2 substitutes</b>	<b>2 substitutes</b>
<i>Must be trained</i>	<i>John Toye Andrew Brown Garry Bull Emma Spagnola Saul Penfold Callum Ringer</i>	<i>Nigel Dixon Gerard Mancini-Boyle</i>	<i>Jeremy Punchard</i>

<b>Licensing Committee (15 seats)</b>	<b>Liberal Democrat (9)</b>	<b>Conservative (5)</b>	<b>Independent (1)</b>
(politically balanced)	Peter Fisher	Kevin Bayes	Nigel Housden
<i>(no substitutes)</i>	Garry Bull	Tom FitzPatrick	
<i>Must be trained to sit on the Committee</i>	Richard Sims	Gerard Mancini-Boyle	
	Harry Blathwayt	Pauline Porter	
	Don Birch	Eric Vardy	
	Martin Batey		
	Liz Withington		
	Jill Boyle		
	Tim Adams		
<b>Standards Committee (7 seats)</b>	<b>Liberal Democrats (4)</b>	<b>Conservative (2)</b>	<b>Independent (1)</b>
(politically balanced)	Harry Blathwayt	Nigel Dixon	Angie Fitch-Tillett
	Lucy Shires	Pauline Porter	
	Garry Bull		
	Roy Macdonald		

<b>Substitutes</b>	<b>Up to 4 subs</b>	<b>Up to 2 subs</b>	<b>1 sub</b>
	Andrew Brown Jill Boyle Emma Spagnola Adam Varley	Christopher Cushing Tom FitzPatrick	
<b>Joint Staff Consultative Committee (5 seats)</b>	<b>Liberal Democrats (3)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	Tim Adams	Christopher Cushing	
	Sarah Butikofer	Tom FitzPatrick	
	Andrew Brown		

#### APPOINTMENT OF MEMBERS ON WORKING PARTIES, FORUMS AND PANELS

<b>Planning Policy and Built Heritage (12 seats) *Executive sub-committee</b>	<b>Liberal Democrat (8)</b>	<b>Conservative (3)</b>	<b>Independent (1)</b>
(politically balanced)	Andrew Brown	Nigel Dixon	Jeremy Punchard
	Garry Bull	Victoria Holliday	
	Peter Fisher	Luke Paterson	
	Paul Heinrich		
	John Toye		
	Adam Varley		
	Martin Batey		

	Mike Hankins		
<b>Substitutes</b>	<b>Up to 8 subs</b>	<b>Up to 3 subs</b>	<b>1 sub</b>
	<i>Don Birch Callum Ringer Harry Blathwayt Garry Bull Liz Withington</i>	<i>Peter Neatherway Matthew Taylor Liz Vickers</i>	
<b>Member Development Group (6 seats) no substitutes *Executive sub-committee</b>	<b>Liberal Democrat (4)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	Liz Withington	Matthew Taylor	
	John Toye	Pauline Porter	
	Lucy Shires		
<b>Council Tax Support Working Party (5 seats) no substitutes *Executive sub-committee</b>	<b>Liberal Democrat (3)</b>	<b>Conservative (1)</b>	<b>Independent (1)</b>
(politically balanced)	Tim Adams	Peter Neatherway	Angie Fitch-Tillett
	Jill Boyle		
	Peter Fisher		

<b>Cabinet Working Party for Projects (5 seats) *Executive sub-committee</b>	<b>Liberal Democrat (3)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(Politically balanced)	Tim Adams	Christopher Cushing	
	Wendy Fredericks	Nigel Dixon	
	Andrew Brown		
<b>Substitutes:</b>			
	<i>Adam Varley Paul Heinrich</i>		
<b>NN Sustainable Communities Fund (7 seats) *Executive sub-committee</b>	<b>Liberal Democrat (4)</b>	<b>Conservative (2)</b>	<b>Independent (1)</b>
(politically balanced)	Saul Penfold	Tom FitzPatrick	Nigel Housden
	Adam Varley	Victoria Holliday	
	Jill Boyle		
	Martin Batey		
<b>Substitutes</b>	<b>Up to 4 subs</b>	<b>Up to 2 subs</b>	<b>1 sub</b>
	<i>Andrew Brown Garry Bull Emma Coleman Emma Spagnola</i>	<i>Gerard Mancini-Boyle Pauline Porter</i>	

<b>Constitution Working Party (5 seats)</b>	<b>Liberal Democrat (3)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	Adam Varley	Tom FitzPatrick	
	Lucy Shires	Eric Vardy	
	Martin Batey		
<b><i>Substitutes</i></b>	<b><i>Up to 3 subs</i></b>	<b><i>Up to 2 subs</i></b>	
		<i>Pauline Porter</i>  <i>Liz Vickers</i>	

## Committee Chairmen and Vice-Chairmen – May 2023

Committee	Chairman	Vice-Chairman
<b>Overview &amp; Scrutiny</b> <i>(Chairman must be from the main opposition group)</i>	N Dixon	S Penfold
<b>Development Committee</b> <b>2 nominations</b>	P Heinrich <i>A Fitch-Tillett</i>	R Macdonald
<b>Planning Policy &amp; Built Heritage Working Party</b> <b>2 nominations</b>	A Brown <i>J Punchard</i>	G Bull
<b>Licensing Committee (Regulatory &amp; Premises)</b>	P Fisher	G Bull
<b>GRAC</b>	J Toye	J Boyle
<b>Employment &amp; Appeals Committee</b>	T Adams	
<b>Constitution Working Party</b>	A Varley	L Shires
<b>Standards Committee</b>	G Bull	H Blathwayt
<b>Joint Staff Consultative Committee</b> <i>(usually the Leader)</i>	T Adams	S Butikofer
<b>Member Development Group</b>	L Withington	
<b>NN Sustainable Communities Fund</b>	S Penfold	M Batey
<b>Cabinet Working Party for Projects</b> <i>(usually a Cabinet member)</i>	T Adams	
<b>Council Tax Support Working Party</b>	J Boyle	P Fisher

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**Full Council – 17 May 2023**

**REPRESENTATIVES ON OUTSIDE BODIES**

(Appointing Body = Council)

• Organisation; • Appointing body:- (C, E or O) • Requirements	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Bacton Gas Terminal Environmental Liaison Committee <b>C</b> <b>Open to any Member – at least 4 from wards adjacent to Bacton Gas Terminal</b>	A	W Fredericks
		P Porter
		V Holliday
		A Fitch-Tillett
		<b>VACANCY</b>
		<b>VACANCY</b>
Broads Authority <b>C</b> <b>Open to any member but ward members in Broads area preferred</b>	1	H Blathwayt
Broads Internal Drainage Board <b>C</b> <b>Open to any member but ward members in Broads area preferred.</b> <b>Someone who has knowledge or experience of matters relevant to the function of the Broads and shown capacity in such a matter.</b>	9	H Blathwayt
		A Varley
		C Ringer
		A Fitch-Tillett
		Pauline Porter
		<b>VACANCY</b>
		<b>VACANCY</b>
		<b>VACANCY</b>
Fakenham Community Campus Trust Ltd <b>C</b> <b>Open to any member but LM preferred</b>	1	J Punchard
Happisburgh Lighthouse Trust <b>C</b> <b>Open to any member but Local Member preferred</b>	1	L Paterson

## Appendix A

• Organisation; • Appointing body:- (C, E or O) • Requirements	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
HMP Bure Liaison Committee <b>C</b> <b>Local members – at least two members should be from adjacent wards</b>	3 (Local Members)	V Holliday
		S Penfold
		G Mancini-Boyle
Norfolk County Community Safety Partnership Scrutiny Panel <b>C</b> <b>Open to any member</b>	1 + sub	W Fredericks
		(T Adams)
Norfolk Records Committee <b>C</b> <b>Open to any member</b>	1 + 1 sub	S Penfold
		(L Withington)
Norfolk Rivers Internal Drainage Board <b>C</b> <b>Open to any member - who has knowledge or experience of matters relevant to the function of the Broads and shown capacity in such a matter.</b>	3 5 nominations	H Blathwayt
		C Ringer
		K Bayes
		A Fitch-Tillett
		N Housden
PATROL (Parking and Traffic Regulations Outside London Joint Committee) <b>C</b> NB – one meeting per year in July. However if nominated Cllr is on the Exec, Sub cttee will be in January and October. *It is mandatory as per the agreement / Memorandum of Participation between NNDC and PATROL - This is because there is a statutory requirement for all councils undertaking civil parking enforcement to make provision for independent adjudication and this is delivered through the Traffic Penalty Tribunal. In order to execute this statutory requirement, <b>the PATROL Adjudication Joint Committee Agreement to which your authority is party, requires nomination of a Councillor to the Joint Committees, even if that Councillor is unable to attend meetings.</b>	1 (mandatory) + 1 sub (not required but desirable)	L Shires
		(T Adams)

## Appendix A

<ul style="list-style-type: none"> <li>• Organisation;</li> <li>• Appointing body:- (C, E or O)</li> <li>• Requirements</li> </ul>	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Sheringham Shoal Community Fund Grant Assessment Panel <b>C</b> <b>Open to any member but local member preferred</b> NNDC membership of the panel is at the invitation of the Sheringham Shoal Fund rather than an entitlement. The Fund is happy to continue to have an NNDC representative.	1 (no subs)	P Fisher
Wells Harbour Users' Advisory Committee <b>C</b> <b>Open to any member but local member preferred</b> <b>ONE MEETING PER YEAR</b>	1	P Fisher

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## REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Executive)

<ul style="list-style-type: none"> <li>• Organisation;</li> <li>• Appointing body:- (C, E or O)</li> <li>• Requirements</li> </ul>	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Bittern Line Steering Group (subsidiary of Community Rail Norfolk) <b>E</b> <b>PFH not necessary</b> <b>From 2020, structure changes and meeting attendance – see OB form</b> <b>Requires knowledge and interest in Rail and its benefits to the communities the Bittern Line serves</b>	1 PFH not necessary	P Heinrich
Broadland Futures Initiative Elected Members' Forum <b>E</b> <b>NEW</b>	1 + 1 sub	H Blathwayt (A Varley)
Coastal Partnership East <b>E</b> <b>PFH required (plus one other)</b>	2 PFH + 1 other	<i>CPE is not an OB but is incorporated into our operation</i> H Blathwayt (C Ringer)
Community Rail Norfolk (Bittern Line Steering Group is a subsidiary) <b>E</b> <b>Requires knowledge and interest in Rail and its benefits to the communities the Bittern Line serves</b> <b><u>No substitutes</u></b> <b>CRN is the parent organisation of both the Bittern Line and Wherry Line. CRN is accredited by the Department for Transport</b>	1 No subs	P Heinrich (Director)
Cromer Lawn Tennis & Squash Association <b>E</b> <b>(Council is landowner)</b> <b>An interest in tennis and squash would be an advantage</b>	3 <b>(but only 1 can vote – see constitution)</b> <b>1 + 2 subs</b>	L Withington (voting member) T Adams E Spagnola

## Appendix B

<ul style="list-style-type: none"> <li>• Organisation;</li> <li>• Appointing body:- (C, E or O)</li> <li>• Requirements</li> </ul>	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Health and Well Being Board <b>E</b> <b>PFH required</b> Should not be a governor of a local NHS Trust because of the potential / perceived conflict of interest. Specialist knowledge or experience not a requirement set out in the TOR but would be helpful. Should not be also a member of the NHOSC committee	1 PFH + 1 sub	W Fredericks (L Withington)
Local Government Association – SIG- Coastal issues <b>E</b> <b>PFH required</b>	1 + Sub 1 cllr + 1 officer	H Blathwayt (P Fisher)
Local Government Association– Sparse Rural Sub SIG <b>E</b> <b>PFH required with an interest in rural areas/matters.</b>	1 PFH (+1 sub but can have more – only 1 vote per Council)	J Toye (Vacancy)
Citizens' Advice – Mid-Norfolk <b>E</b> (Council provides funding)	1	W Fredericks
Norfolk Arts Forum Executive <b>E</b> <b>An interest in arts and culture is useful.</b>	1 + 1 Sub PFH for Communities or Arts	L Withington (V Holliday)
Norfolk Coast Partnership <b>E</b> <b>Coastal member preferred – usually the coastal PFH; specialist knowledge/experience of the coast/ natural environment</b> (Member of Core Management Group)	1 + 1 Sub PFH not required but relevance to the Norfolk Coast AONB is very helpful	H Blathwayt (P Fisher)
Norfolk Parking Partnership (now includes the Civil Parking Partnership)	1 + 1 sub	L Shires (T Adams)

## Appendix B

<ul style="list-style-type: none"> <li>• Organisation;</li> <li>• Appointing body:- (C, E or O)</li> <li>• Requirements</li> </ul>	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
<b>E</b> <b>PFH required</b> <b>Specialist knowledge not a requirement, but is probably helpful</b>		
Norfolk Police and Crime Panel <b>E</b> Main Member and sub MUST be from same political group. Helpful for Member to have either experience of handling complaints or interest in this area.	1 + 1 sub	J Toye (Sarah Butikofer)
Norfolk Joint Museums Committee <b>E</b>	1	L Withington (S Penfold)
Norfolk Rail Group <b>E</b> <b>Strategic input required – relating to rail and tourism across Norfolk</b>	1 + Sub <b>1</b>	P Heinrich Vacancy
Norfolk Strategic Planning Framework (formerly Duty to Co-operate Members' Forum) <b>E</b> <b>PFH required, following discharge of statutory function</b> Understanding of planning legislation, specifically strategic planning matters across Norfolk and in depth knowledge of the planning issues and consideration in relation to North Norfolk	1 PFH	A Brown
Norfolk Waste Partnership <b>E</b> <b>PFH required</b>	1 PFH & Leader	C Ringer
North Norfolk Community Transport <b>E</b>	1 + 1 sub	G Bull (M Batey)
North Norfolk Historic Buildings Trust <b>E</b> <b>Member needs to have an interest in historic buildings</b>	1	A Brown

## Appendix B

• Organisation; • Appointing body:- (C, E or O) • Requirements	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
North Walsham Sports Centre User Forum <b>E</b>	1 + 1 sub	L Withington G Bull
Sheringham Little Theatre Society Board <b>E</b> <b>One of the appointees should be the PFH. Should ideally have specialist knowledge or experience.</b>	2 PFH - ideally	C Heinink L Withington
Sheringham & District Sports Association <b>E</b> Council owns the land	2 <b>(no limit)</b>	C Heinink L Withington
The Wash & North Norfolk Coast Marine Special Area of Conservation Management Group <b>E</b>	1 + 1 sub	H Blathwayt (Peter Fisher)
Visit the Broads <b>E</b> <b>PFH required</b>	1 PFH	<b>Vacancy</b>
Wells Maltings Trust <b>E</b> <b>Would prefer knowledge/experience of charitable governance, and arts/cultural interests</b> (Council owns freehold / provides funding)	2 1	P Fisher (A Brown)