

Please contact: Democratic Services

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03 May 2024

The **Annual Meeting of the Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 15 May 2024 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 are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:Democratic.Services@north-norfolk.gov.uk.

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. Please note that this meeting is livestreamed: [NNDC eDemocracy - YouTube](#)

Emma Denny
Democratic Services Manager

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

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 announcements from the outgoing Chairman.

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 THE VICE-CHAIRMAN

6. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

7. MINUTES

1 - 8

To confirm the minutes of the meeting of the Council held on 27th March 2024.

8. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

9 - 14

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)

9. 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.

10. LEADER'S ANNOUNCEMENTS

To receive announcements from the Leader.

11. REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

15 - 20

Executive Summary	Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats
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	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.
Options considered	This is a statutory report and Full Council is required to approve any change to the political balance. Alternative options are therefore not presented.
Consultation(s)	Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.
Recommendations	<ol style="list-style-type: none"> 1. That Council approves the revised political balance calculation as per section 2.3 of this report 2. That Council approves the allocation of seats to political groups as shown at Appendix A, taking into consideration any arrangements agreed by the Group Leaders 3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties & panels.

Wards affected	All
Contact Officer	Emma Denny, Democratic Services Manager, emma.denny@north-norfolk.gov.uk ,

12. REPORT ON APPOINTMENT OF MEMBERS TO CABINET

The Leader will inform Council of any changes to appointments to Cabinet.

13. APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

21 - 28

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.

Members are reminded of the requirement for committee members and substitutes on Development Committee and the Licensing Committees

to have undertaken the necessary training. The same requirement applies to the Employment & Appeals Committee.

Cabinet members and the Chairman of Governance, Risk & Audit Committee cannot sit or substitute on the Overview & Scrutiny Committee.

Recommendation:

That Council appoints members and substitutes to committees, sub-committees, working parties and panels for 2024/2025, in line with the allocation of seats as set out at agenda item 12.

Please note that the attached appointments are draft and subject to change following discussions between the Group Leaders regarding the review of the political balance of the Council (Agenda item 12). Any changes will be announced at the meeting.

14. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES 29 - 30

AGENDA NOTE:

The Chairman of the Overview and Scrutiny Committee should be drawn from the main opposition group and the Vice-Chairman from the ruling group, as set out in the Council's Constitution (Chapter 4)

Recommendations:

- 1. To appoint Chairmen and Vice-Chairmen to Committees for 2024/2025**
- 2. To note the appointment of Chairmen and Vice-Chairmen of Executive sub-committees and working parties for 2024/2025**

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

15. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES 31 - 40

Recommendation:

1. To **approve** Council appointments to Outside Bodies and Joint Committees (Appendix A)
2. To approve the Overview & Scrutiny Committee's appointment to the Norfolk Health Overview and Scrutiny Committee (Appendix B)
3. To **note** Executive appointments to Outside Bodies and Joint Committees (Appendix C)

Please note that some appointments to Outside Bodies are made by the Executive (Cabinet) not Full Council and are therefore provided for noting only.

16. 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.”

17. PRIVATE BUSINESS

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COUNCIL

Minutes of the meeting of the Council held on Wednesday, 27 March 2024 in the Council Chamber - Council Offices at 6.00 pm

Members Present:	Cllr T Adams	Cllr P Bailey
	Cllr M Batey	Cllr K Bayes
	Cllr H Blathwayt	Cllr J Boyle
	Cllr S Bütikofer	Cllr C Cushing
	Cllr N Dixon	Cllr P Fisher
	Cllr A Fitch-Tillett	Cllr T FitzPatrick
	Cllr A Fletcher	Cllr W Fredericks
	Cllr M Hankins	Cllr C Heinink
	Cllr P Heinrich	Cllr V Holliday
	Cllr N Housden	Cllr R Macdonald
	Cllr P Neatherway	Cllr L Paterson
	Cllr S Penfold	Cllr P Porter
	Cllr J Punchard	Cllr C Ringer
	Cllr L Shires	Cllr J Toye
	Cllr K Toye	Cllr E Vardy
	Cllr A Varley	Cllr L Vickers

Officers in attendance: The Chief Executive, the S151 Officer, the Monitoring Officer, the Director for Communities and the Democratic Services & Governance Officer (Regulatory)

126 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs D Birch, A Brown, G Bull, G Mancini-Boyle, R Sims and E Spagnola.

127 MINUTES

The minutes of the meeting held on 21st February were approved as a correct record and signed by the Chairman.

128 ITEMS OF URGENT BUSINESS

None received.

129 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr L Shires declared a non-pecuniary interest in Agenda Item 12. She was a member of the Victory Gym in North Walsham.

130 CHAIRMAN'S COMMUNICATIONS

The Chairman and Vice-Chairman spoke about recent civic events that they had attended:

- 25th February – Civic Service hosted by the Mayor and Mayoress of Wisbech
- 17th March – the High Sheriff of Norfolk, Service of Youth and Hope, Kings Lynn Minster

The Chairman thanked everyone for taking part in the bake sale and Easter raffle on 19th March. £515 was raised for her charity, which was a huge amount.

131 LEADER'S ANNOUNCEMENTS

The Leader began by saying that in Cllr Brown's absence, he wished to apologise on his behalf for the comments that had been made regarding a planning application in Happisburgh. He explained that Cllr Brown had previously supported a deferral of the application at Development Committee and it was certainly not his intention to upset anyone.

He then went onto speak about the RNLI Museum in Cromer. He said that the meeting scheduled for 11th April had been brought forward to 28th March and an extension to the existing lease would be discussed.

The Leader thanked staff and the contractor involved in the works at Black Swan Loke, North Walsham. It had recently been completed and looked really good. Finally, he wished all members and officers a restful Easter break.

132 PUBLIC QUESTIONS AND STATEMENTS

None received.

133 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & OUTSIDE BODIES

The Leader, Cllr T Adams, announced the following changes to committee appointments:

- Licensing Committee (Regulatory & Premises and Gambling) – Cllr D Birch to be appointed as Vice-Chairman
- Planning Policy & Built Heritage Working Party – Cllr M Hankins to be appointed as Chairman
- Standards Committee – Cllr J Boyle to be appointed as Chairman
- Cabinet – Cllr J Toye to be appointed as Portfolio Holder for Sustainable Growth

134 PORTFOLIO REPORTS

The Chairman advised members that the report for the Sustainable Growth portfolio was missing from the agenda pack due to an administrative error. It would be circulated after the meeting.

The Chairman invited questions from members:

Cllr C Cushing asked the Leader about the number of Cabinet members. Neighbouring councils had seven Cabinet members, compared to the nine appointed at NNDC. He asked why NNDC had so many, saying that a reduction to seven would be a substantial cost saving over the next three years. The Leader replied that he had no intention currently of reducing the number of Cabinet members, adding that NNDC had the addition of a Coastal Portfolio Holder unlike some councils. He said that other demands such as housing pressures and the Council's Net Zero commitment, were reflected in the portfolio structure. He

concluded by saying that all Cabinet members were extremely busy and he felt that it wouldn't be helpful to spread the workload more thinly, adding that the situation may change in the future.

Cllr K Bayes commented on the Council's Outlook magazine, which was produced in-house and circulated to all residents of the district. He said that there was no mention at all of his ward, Stalham, and asked if future issues could reflect all of the district's market towns to ensure even and fair coverage. The Leader replied that Stalham would be covered in the next issue and that the magazine focussed on relevant topics. He welcomed Cllr Bayes comments that it was an important way of communicating with residents, particularly those who struggled to access the internet and digital services.

Cllr P Fisher asked the Leader about proposed changes to holiday let tax relief and whether he believed that they would have the desired impact. He also asked for an update on second homes council tax premiums. The Leader replied that the Council had no involvement with capital gains tax changes to holiday lets and he was concerned that holiday let owners had not been consulted. He said that NNDC continued to push for locally controlled taxation and registration. Ultimately, none of these changes would benefit the residents of North Norfolk. Regarding the second homes premium, discussions were ongoing with other Norfolk councils. There had been a change in Government guidance, regarding the use of second a home for the purposes of work. These would now be excluded, which was probably a positive outcome. A business plan would be produced setting out how the Council intended to use the revenue generated from second homes council tax and this would be shared in due course.

Cllr M Taylor asked Cllr L Shires, Portfolio Holder for Finance & Assets, about the Council's decision to issue a Compulsory Purchase Order (CPO) for the former Shannock's Hotel site in Sheringham. He asked whether the Council would consider looking at sites in Stalham that were considered to be an eyesore, such as the old Highways depot. He asked whether purchasing such sites was now a policy and if so, whether Stalham could be considered. Cllr Shires suggested that she accompany Cllr Taylor on a tour of Stalham to visit the sites that were causing concern.

Cllr N Dixon asked Cllr Shires about ongoing discussions with the Marrams' Bowls Club in Cromer. He said that it was some time ago since a report was presented to Cabinet regarding the Council potentially spending a significant amount of money on the site. The project had been put on hold pending further information and he asked for an update on the current situation and if any progress had been made. Cllr Shires replied that the Council had offered another design option to the Marram's and it was hoped that they would be able to contribute to the cost of this.

Cllr M Batey asked Cllr L Shires for an update on the Albert Street toilets in Holt. She replied that the contract has been awarded for the demolition and rebuild. The structural engineer designs for the footings had been completed and the party wall notices had been issued, signed and returned. The next stage was for the contractors to provide a start date and if UK Power Network needed to be involved an expected 2 - 4 week lead-in time was needed. Anglian Water also needed to be contacted regarding the sewer diversion. The Town Council had also been contacted and updated on the project's progress.

Cllr L Paterson asked Cllr Shires about the anticipated revenue budget deficit of £250k which had been discussed at the previous meeting on 21st February. He

asked whether the savings had been identified and agreed and a balanced budget achieved. Cllr Shires replied that the Overview & Scrutiny Committee had been advised that regular updates on the savings would be provided as part of the Budget Monitoring reports.

Cllr J Boyle asked Cllr W Fredericks, Portfolio Holder for Housing, for information on the findings of the recent project looking at home efficiency efforts in Stalham and how any benefits could be applied elsewhere. Cllr Fredericks said that the trial was very successful. Residents were mail-dropped and then followed up with door knocking. Consequently, she was pleased to confirm that 40% of the Norfolk Warm Homes Energy grant went to North Norfolk residents. In total 41 properties in North Norfolk received grants and 31 one of them were in Stalham. She concluded by saying that the next round of grants was commencing soon and she was hopeful that North Norfolk would receive a substantial amount. She thanked the local ward members for their support.

Cllr L Vickers asked the Leader about nutrient neutrality credits and whether any credits had been purchased by developers across the District. The Leader replied that in the absence of the Portfolio Holder, Cllr Brown, he would seek to provide an update to all members on the current situation.

Cllr K Toye asked Cllr L Withington for an update on the Community Connector team. Cllr Withington replied that she was pleased to inform members that new contracts had been given to all six community connectors.

Cllr Dr A Fletcher asked Cllr A Varley for an update on the Council's Net Zero projects. Cllr Varley replied that the next project would be a solar panels/sustainable green energy initiative at the Victory Swim and Fitness centre in North Walsham and would help the Council achieve its Net Zero ambitions. He added that the Council awarded £174,725 from Sport England's Swimming Pool Support Fund, which was to be welcomed. He thanked the Climate Change & Environmental Policy Manager for her hard work in obtaining the funding.

Cllr Dr V Holliday asked about a Portfolio Holder report for the Sustainable Growth. Cllr J Toye replied that this would be issued to all members as soon as possible. He apologised that it had not been included in the agenda.

Cllr M Taylor asked whether Cllr J Toye would like to visit Stalham to meet with local business owners and discuss their concerns regarding the recent road closures in the town and this impact on their businesses. Cllr Toye confirmed that he would be happy to join the local members in attending any meetings.

135 RECOMMENDATIONS FROM CABINET 11 MARCH 2024

Local Economic Strategy & Action Plan

Cllr J Toye, Portfolio Holder for Sustainable Growth introduced this item. He said that it had been to Overview & Scrutiny Committee and Cabinet for consideration and the recommendations made by the Overview & Scrutiny Committee were being worked on. He thanked the previous Portfolio Holder, Cllr P Heinrich for his hard work and support in producing the strategy. He reminded members that 40% of residents in the district lived in the rural countryside and he intended to focus on the benefits of the strategy for this demographic as well as the urban and coastal areas. Cllr C Cushing said that he wanted to reiterate the key points highlighted by the Overview & Scrutiny Committee. He began by mentioning the structure and length of

the document and said that it should be short and focussed so that businesses could access it easily. He added that there was good information in the strategy but separate sections for each economic sector in the district would be beneficial.

Cllr N Dixon, Chairman of the Overview & Scrutiny Committee, reiterated Cllr Cushing's comments. He said that the inclusion of the case studies was very useful but that they didn't need to be attached to the strategy – they were helpful and enlightening on their own. He went onto say that the document was disjointed it should be succinct and focussed. He added that merging the strategy and the action plan was confusing and could even act as a deterrent for business owners.

Cllr Toye thanked members for their comments.

Cllr L Shires said that the language in the strategy was accessible and the action plan was substantial and set out delivery dates and outcomes. She thanked the officers and Cllr Heinrich for their work.

Cllr L Withington said that the breadth of businesses involved in the case studies was to be welcomed and she felt it would encourage businesses to invest in the district.

Cllr J Boyle said that it was a well-rounded document and easy to understand.

Cllr V Holliday said that Overview & Scrutiny Committee had also requested an analysis of the visitor economy and she was concerned that this had been lost, with the wider focus on a summary strategy document, Cllr Toye replied that this information was being prepared.

It was proposed by Cllr J Toye, seconded by Cllr P Heinrich and

RESOLVED

To approve the Local Economic Strategy & Action Plan.

Ten members abstained.

136 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 14 FEBRUARY 2024

The Overview & Scrutiny Committee made the following recommendation to Full Council at the meeting held on 14th February:

'To request that Full Council agrees to write to the Department of Environment, Food & Rural Affairs (DEFRA) setting out the evidence associated with the shortfall in allocation and the anticipated annual capital costs that the Council will incur in relation to food waste collection'

Members **resolved** to support the recommendation.

137 FAKENHAM LEISURE & SPORTS HUB

The Leader, Cllr Adams introduced this item. He explained that the report set out the Council's preferences in terms of procurement for the project and addresses the inflationary impact. He added that there was a risk element until the relevant Government department confirmed the funding provision. The project was worth

£11m of investment in the Fakenham locality and together with the roundabout project and the works to the Queen's Road car park public conveniences, meant that this was the largest sum of capital funding spent on any location in the district, including sea defence works since 2003. He said that the Council was proud to secure the funding and looked forward to working with the Town Council and Everyone Active, the Council's leisure provider.

Cllr L Withington, Portfolio Holder for Leisure Services, updated members on the outcome of recent meetings of the Fakenham Leisure & Sports Hub (FLASH) Steering Group. Recent design changes had been well received and it was agreed that a 4-lane pool was sufficient to. In conclusion, she said that everything was proceeding well and as stated by Cllr Adams, the largest risk was a delay to the allocation of funding.

Cllr C Cushing commented on the FLASH steering group meetings and said that they had been very productive and collaborative. He added that there was overwhelming support from local residents for the project. He agreed that the award of the funding was key to the project progressing on time.

It was proposed by Cllr T Adams, seconded by Cllr L Withington and

RESOLVED that

- Progress on the Fakenham Leisure and Sports Hub Project to date is noted.
- Members note the predicted inflationary costs of £450,000 since the bid was submitted and agree to make budgetary provision to meet these additional costs not covered by the Levelling-up Funding.
- That Members note that no formal confirmation of funding has been received from the Department for Levelling Up, Housing and Communities.
- Members agree to the use of a Two Stage Design and Build procurement process for the delivery of the Fakenham Leisure and Sports Hub project via a direct award to Contractor A through a Framework.
- Members agree to make additional budgetary provision in respect of the Framework fees to a maximum of £330,000
- Members delegate to the to the Director of Communities, in consultation with the Section 151 Officer and Portfolio Holder for Finance, to make the award through the framework which it is felt delivers the best cost benefit, considering the cost of access and additional services provided.

138 QUESTIONS RECEIVED FROM MEMBERS

None

139 OPPOSITION BUSINESS

None

140 NOTICE(S) OF MOTION

None.

141 EXCLUSION OF PRESS AND PUBLIC

142 PRIVATE BUSINESS

The meeting ended at 6.52 pm.

Chairman

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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](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	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.
Contracts	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>
Land and Property	<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>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<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>
Securities	<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>

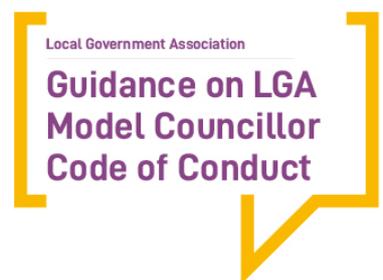
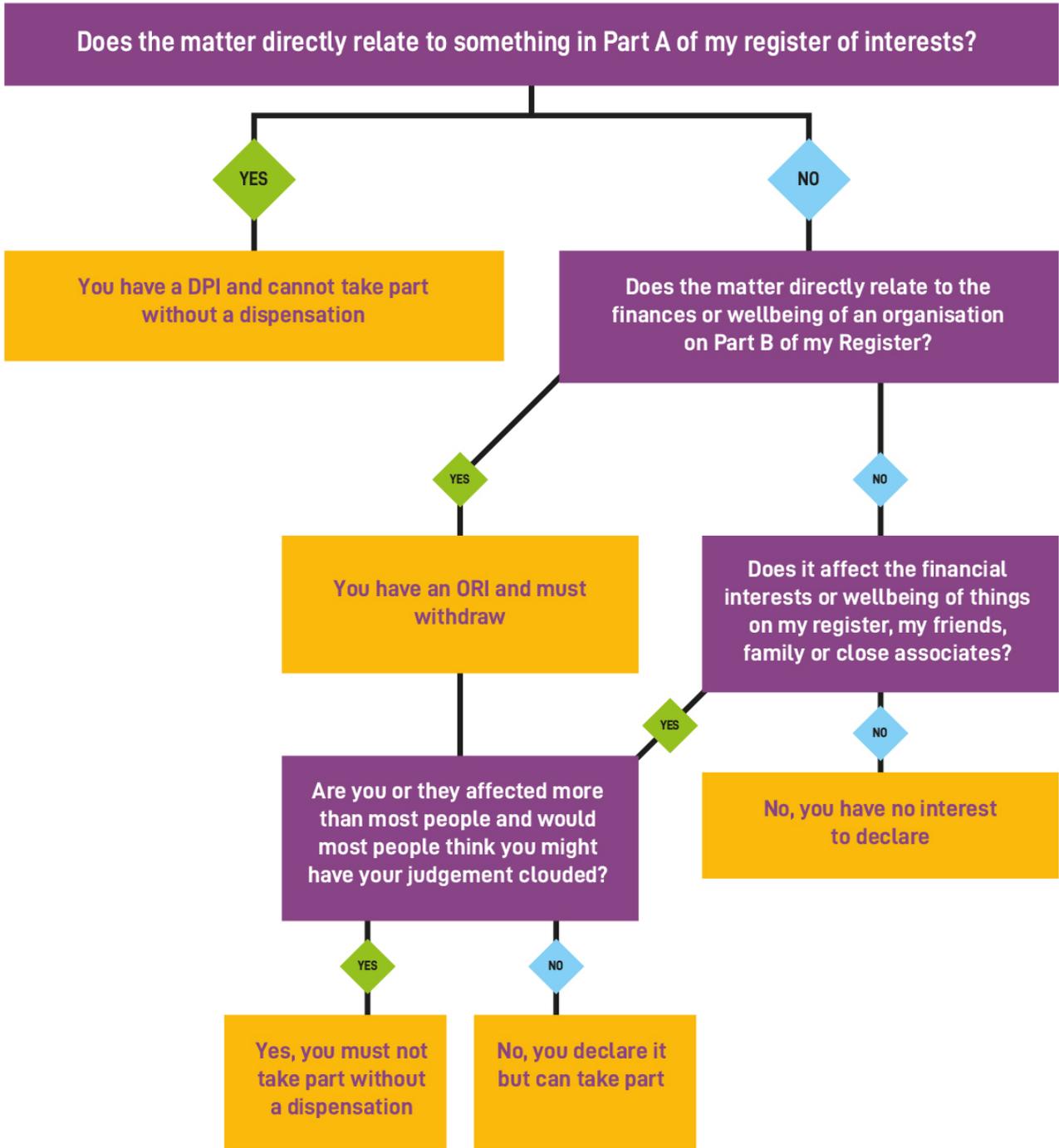
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* '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"> a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS	
Executive Summary	Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review 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.
Options considered	This is a statutory report and Full Council is required to approve any change to the political balance. Alternative options are therefore not presented.
Consultation(s)	Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.
Recommendations	<ol style="list-style-type: none"> 1. That Council approves the revised political balance calculation as per section 2.3 of this report 2. That Council approves the allocation of seats to political groups as shown at Appendix A, taking into consideration any arrangements agreed by the Group Leaders 3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties & panels.

Wards affected	All
Contact Officer	Emma Denny, Democratic Services Manager, emma.denny@north-norfolk.gov.uk ,

1. Introduction

- 1.1 Since the last review of the political balance of the Council in May 2023, there has been a change to the political make-up of the Council. As a result of this change, it is necessary to review the political balance again and determine the allocation of seats on committees to ensure that they reflect the revised balance.
- 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.

2. Background

2.1 In May 2024, a member of the Independent Group joined the Conservative Group. This has resulted in the following change to the composition of the council: Liberal Democrats (25 members), Conservatives (13 members) Independent Group (2 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.

2.3 Political Composition

The political composition of the Council is outlined below:

Group	No. of members	%
Liberal Democrat	25	62.5
Conservative	13	32.5
Independent	2	5.0
Total	40	100%

2.4 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.

2.5 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 and does not require that a vacant seat is represented.

2.6 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) It was agreed at the Annual meeting of Full Council on 17th May 2023 that 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 and Members will be informed via the Members' Bulletin. In addition, and to ensure they changes are recorded formally, an update will be provided to future next meeting of Full Council. IT is proposed that this convention is continued to allow appointments to be filled without waiting for approval from Council.
- f) As the political balance has changed in advance of the Annual General Meeting, changes to appointments can be made at the meeting on 15th May 2024.

3. Entitlement to Places

- 3.1. The table at Appendix A shows those Committees that are required to be politically balanced. Generally, the approach taken has been to round up percentages where they are above 0.5% or close to 0.5.
- 3.2. According to NNDC's Constitution, Chapter 5 section 6.2 'Working Parties shall in law be Committees of the Council' and consequently the political balance rules will also apply to working parties – unless they are Cabinet sub-committees. Cabinet sub-committees are not required to be politically balanced but it is the practice at NNDC that they are and for this reason they are included in the table (marked with an asterisk)
- 3.3. The Employment & Appeals Committee acts as the Councils Disciplinary Panel for Chief Officers and this is required to be politically balanced. As it is legally required to be politically balanced, it is proposed that the Independent Group will be allocated a seat. It is also suggested that one of their allocated seats is on the Standards Committee as it is preferable that this committee has representatives from across the groups to ensure impartiality when assessing complaints.
- 3.4. Overall the percentages have changed slightly as follows:
 - The Liberal Democrat Group remains unchanged on 62.5% of seats available (60 seats)
 - The Conservative Group has changed from an allocation of 30% to 32.5% of committee seats available (32 seats)
 - The Independent Group has changed from 7% to 5% of seats allocated (5 seats)
- 3.5. In the last report to Council in May 2023, there were 104 committee seats available. In February 2024, Full Council agreed to disband the North Norfolk Sustainable Communities Fund (NNSCF). The seven seats on this panel have therefore been removed from the seat allocation and there is now a total of **97 seats**.
- 3.6. The impact of this change means that the reduction in four seats allocated to the Liberal Democrat Group has been automatically applied by the removal

of their four seats on the NNSCF. It is therefore proposed that there are no changes to the Liberal Democrat seat allocations on the committees.

- 3.7 The Conservative Group 'lost' two seats when the NNSCF was disbanded but have gained two seats from the Independent Group. The proposed allocations are set out at Appendix A.
- 3.8 The allocations at Appendix A are suggested by the Democratic Services Manager. Group Leaders can agree to alternative arrangements as long as the political balance of key committees is not affected.

4. Corporate Priorities

This is a statutory report.

5. Financial and Resource Implications

This is statutory report and there are no financial or resource implications.

6. Legal Implications

Full Council is required to approve any change to the political balance of the Council. A failure to do would be a breach of the statutory requirements.

7. Risks

As highlighted above, a failure to approve a change in the political balance of the Council would be a breach of the statutory requirements.

8. Net ZeroTarget

N/A

9. Equality, Diversity & Inclusion

N/A

10. Community Safety issues

N/A

Conclusion and Recommendations

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

Recommendations:

- 1. That Council approves the revised political balance calculation as per section 2.6 of this report**
- 2. That Council approves the allocation of seats to political groups as shown at Appendix A, taking into consideration any arrangements agreed by the Group Leaders**
- 3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties & panels.**

		Liberal Democrat	Conservative		Independent		TOTAL	
Members		25	13		2		40	
Expressed as %		62.5%	30% 32.5%		7.5% 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	4.875	5	0.75	1	15
Development Committee	14	8.75	9	4.55	4 5	0.7	1 0	14
Overview & Scrutiny	12	7.5	7	3.9	4	0.6	1	12
Planning Policy & Built Heritage WP	12	7.5	8	3.9	3 4	0.6	1 1	12
Standards Committee	7	4.375	4	2.27	2	0.35	0 1	7
EAC	5	3.125	3	1.62	1	0.275	0 1	5
*Member Development Group	6	3.75	4	1.95	2	0.3	0	6
Governance, Risk & Audit Committee	6	3.75	4	1.95	2	0.3	0	6
Constitution Working Party	5	3.125	3	1.62	2	0.375	0	5
Joint Staff Consultative Committee	5	3.125	3	1.62	2	0.375	0	5
Cabinet WP for Projects	5	3.125	3	1.62	2	0.375	0	5
* Council Tax Support Working Party	5	3.125	3	1.62	2	0.375	0	5
TOTAL	97	60.62	60	31.5	32	4.85	5	97

**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)*

The number of seats available has changed with the removal of the North Norfolk Sustainable Communities Fund from the list following its disbandment in February 2024. This has resulted in an overall reduction of seven seats – from 104 total seats to 97.

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APPOINTMENT OF MEMBERS ON COMMITTEES (May 2024)

Overview & Scrutiny Committee (12 seats)	Liberal Democrat (7)	Conservative (4)	Independent (1)
(politically balanced)	Martin Batey	Christopher Cushing	Nigel Housden
	Jill Boyle	Nigel Dixon	
	Andrew Fletcher	Victoria Holliday	
	Mike Hankins	Liz Vickers	
	Roy Macdonald		
	Saul Penfold		
	Sarah Butikofer		
Substitutes	Up to 7 subs	Up to 4 subs	1 sub
	<i>Phil Bailey Peter Fisher Emma Spagnola</i>	<i>Tom FitzPatrick Gerard Mancini-Boyle Peter Neatherway Eric Vardy</i>	<i>Jeremy Punchard</i>

Development Committee (14 seats)	Liberal Democrat (9)	Conservative (5)	Independent (0)
(politically balanced)	Martin Batey	Victoria Holliday	
<i>Must be trained to sit on the Committee</i>	Andrew Brown	Gerard Mancini-Boyle	
	Peter Fisher	Peter Neatherway	
	Mike Hankins	Liz Vickers	
	Paul Heinrich	Angie Fitch-Tillett	
	Roy Macdonald		
	John Toye		
	Kim Toye		
	Adam Varley		
<i>Substitutes</i>	<i>Unlimited subs</i>	<i>Unlimited subs</i>	
<i>Must be trained</i>	<i>Tim Adams Phil Bailey Jill Boyle Sarah Butikofer Wendy Fredericks Callum Ringer Emma Spagnola Liz Withington</i>	<i>Kevin Bayes Nigel Dixon Tom FitzPatrick Luke Paterson Eric Vardy</i>	

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

Licensing Committee (15 seats)	Liberal Democrat (9)	Conservative (5)	Independent (1)
(politically balanced)	Tim Adams	Kevin Bayes	Nigel Housden
<i>(no substitutes)</i>	Martin Batey	Tom FitzPatrick	
<i>Must be trained to sit on the Committee</i>	Don Birch	Gerard Mancini-Boyle	
	Harry Blathwayt	Pauline Porter	
	Jill Boyle	Eric Vardy	
	Andrew Brown		
	Peter Fisher		
	Liz Withington		
	VACANCY		
Standards Committee (7 seats)	Liberal Democrats (4)	Conservative (2)	Independent (1)
(politically balanced)	Harry Blathwayt	Nigel Dixon	Nigel Housden
	Jill Boyle	Pauline Porter	
	Roy Macdonald		
	Lucy Shires		
Substitutes	Up to 4 subs	Up to 2 subs	1 sub
	<i>Andrew Brown</i>	<i>Christopher Cushing</i>	

	<i>Emma Spagnola</i>	<i>Tom FitzPatrick</i>	
Joint Staff Consultative Committee (5 seats) (politically balanced)	Liberal Democrats (3)	Conservative (2)	Independent (0)
	Tim Adams	Christopher Cushing	
	Sarah Butikofer	Tom FitzPatrick	
	Andrew Brown		

APPOINTMENT OF MEMBERS ON WORKING PARTIES, FORUMS AND PANELS

Planning Policy and Built Heritage (12 seats) *Executive sub-committee	Liberal Democrat (8)	Conservative (3)	Independent (1)
(politically balanced)	Martin Batey	Nigel Dixon	Jeremy Punchard
	Andrew Brown	Victoria Holliday	
	Peter Fisher	Luke Paterson	
	Mike Hankins		
	Paul Heinrich		
	John Toyne		
	Adam Varley		
	VACANCY		
Substitutes	Up to 8 subs	Up to 3 subs	1 sub

	<i>Don Birch Harry Blathwayt Callum Ringer</i>	<i>Peter Neatherway Matthew Taylor Liz Vickers</i>	
Member Development Group (6 seats) no substitutes *Executive sub-committee	Liberal Democrat (4)	Conservative (2)	Independent (0)
(politically balanced)	Lucy Shires	Pauline Porter	
	John Toye	Matthew Taylor	
	Liz Withington		
	VACANCY		
Council Tax Support Working Party (5 seats) no substitutes *Executive sub-committee	Liberal Democrat (3)	Conservative (1)	Independent (0)
(politically balanced)	Tim Adams	Peter Neatherway	
	Jill Boyle	Victoria Holliday	
	Peter Fisher		
Cabinet Working Party for Projects (5 seats) *Executive sub-committee	Liberal Democrat (3)	Conservative (2)	Independent (0)
(Politically balanced)	Tim Adams	Christopher Cushing	
	Andrew Brown	Nigel Dixon	
	Wendy Fredericks		

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

** Please note that the North Norfolk Sustainable Communities Fund Grants Panel has been removed from the list of appointments following the decision at the meeting of Full Council on 21st February 2024 to pause the fund for the foreseeable future.

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Committee Chairmen and Vice-Chairmen – May 2024

Committee	Chairman	Vice-Chairman
Overview & Scrutiny <i>(Chairman must be from the main opposition group)</i>	Nigel Dixon	Saul Penfold
Development Committee	Paul Heinrich	Roy Macdonald
Planning Policy & Built Heritage Working Party	Mike Hankins	Adam Varley
Licensing Committee	Peter Fisher	Don Birch
GRAC	VACANCY	Jill Boyle
Employment & Appeals Committee	Tim Adams	
Constitution Working Party	Adam Varley	Lucy Shires
Standards Committee	Jill Boyle	Harry Blathwayt
Joint Staff Consultative Committee <i>(usually the Leader)</i>	Tim Adams	
Member Development Group	Liz Withington	
Cabinet Working Party for Projects <i>(usually a Cabinet member)</i>	Tim Adams	
Council Tax Support Working Party	Jill Boyle	Peter Fisher

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Full Council – 8 May 2024

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 C Open to any Member – at least 4 from wards adjacent to Bacton Gas Terminal	A	A Fitch-Tillett
		W Fredericks
		V Holliday
		P Porter
		L Paterson
		VACANCY
Broads Authority C Open to any member but ward members in Broads area preferred	1	H Blathway
Broads Internal Drainage Board C Open to any member but ward members in Broads area preferred. Someone who has knowledge or experience of matters relevant to the function of the Broads and shown capacity in such a matter.	9	K Bayes
		H Blathway
		A Fitch-Tillett
		L Paterson
		P Porter
		C Ringer
		A Varley
		VACANCY
VACANCY		
Fakenham Community Campus Trust Ltd C Open to any member but LM preferred	1	J Punchard
Happisburgh Lighthouse Trust C Open to any member but Local Member preferred	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
Norfolk County Community Safety Partnership Scrutiny Panel C Open to any member	1 + sub	M Batey
		(T Adams)
Norfolk Records Committee C Open to any member	1 + 1 sub	S Penfold
		(L Withington)
Norfolk Rivers Internal Drainage Board C 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.	3	H Blathwayt
		N Housden
		C Ringer
PATROL (Parking and Traffic Regulations Outside London Joint Committee) C 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, 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.	1 (mandatory) + 1 sub (not required but desirable)	L Shires
		(T Adams)
Sheringham Shoal Community Fund Grant Assessment Panel C Open to any member but local member preferred	1 (no subs)	P Fisher

Appendix A

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
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.		
Wells Harbour Users' Advisory Committee C Open to any member but local member preferred ONE MEETING PER YEAR	1	P Fisher

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REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Overview & Scrutiny Committee)

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
<p>Norfolk Health Overview & Scrutiny Committee (NHOSC)</p> <p>O</p> <p>Must be member of O&S Cttee</p> <p><i>One substitute (only the named substitute may attend in place of the appointee)</i></p> <p><i>The appointees from district councils that operate a cabinet and scrutiny system of governance must be members of an overview and scrutiny committee.</i></p> <p><i>The appointee to the health overview and scrutiny committee should preferably not also be a board member or governor of a local health service organisation or a member of Norfolk Health and Wellbeing Board. This is not an absolute requirement but a preference because of the risk of potential / perceived conflict of interest limiting the councillor's effectiveness on the health scrutiny committee.</i></p>	1 + Sub	<p>J Boyle</p> <hr/> <p>(V Holliday)</p>

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REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Executive)

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
A47 Alliance E Experience in economic growth, business, strategic transport is desirable.	1 PFH (+ 1 sub)	VACANCY
Bittern Line Steering Group (subsidiary of Community Rail Norfolk) E PFH not necessary From 2020, structure changes and meeting attendance – see OB form Requires knowledge and interest in Rail and its benefits to the communities the Bittern Line serves	1 PFH not necessary	P Heinrich
Broadland Futures Initiative Elected Members' Forum E NEW	1 + 1 sub	H Blathwayt (A Varley)
Coastal Partnership East E PFH required (plus one other)	2 PFH + 1 other	H Blathwayt (C Ringer)
Community Rail Norfolk (Bittern Line Steering Group is a subsidiary) E Requires knowledge and interest in Rail and its benefits to the communities the Bittern Line serves <u>No substitutes</u> CRN is the parent organisation of both the Bittern Line and Wherry Line. CRN is accredited by the Department for Transport	1 No subs	P Heinrich (Director)
Cromer Lawn Tennis & Squash Association E (Council is landowner)	3 (but only 1 can vote – see constitution) 1 + 2 subs	T Adams E Spagnola L Withington – voting Member

Appendix C

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
An interest in tennis and squash would be an advantage		
Health and Well Being Board E PFH required 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	L Withington (J Boyle)
Integrated Care Partnership E	1 + Sub	L Withington (J Boyle)
Local Government Association – SIG- Coastal issues E PFH required The Elected Member rep should have Coastal/Estuarine expertise, knowledge or experie	1 + Sub 1 cllr + 1 officer	H Blathwayt (P Fisher)
Local Government Association – IDB Levies – SIG Support E Understanding IDB issues is helpful	1 + Sub	H Blathwayt (VACANCY)
Local Government Association– Sparse Rural Sub SIG E PFH required with an interest in rural areas/matters.	1 PFH (+1 sub but can have more – only 1 vote per Council)	J Toye (T Adams)
Norfolk Citizens' Advice E (Council provides funding)	1	W Fredericks

Appendix C

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Norfolk Arts Forum Executive E An interest in arts and culture is useful.	1 + 1 Sub PFH for Communities or Arts	L Withington (V Holliday)
Norfolk Coast Partnership E Coastal member preferred – usually the coastal PFH; specialist knowledge/experience of the coast/ natural environment (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)
North Norfolk Health & Wellbeing Partnership E PFH required Chairman of the Partnership	1	L Withington
Norfolk Parking Partnership (now includes the Civil Parking Partnership) E PFH required Specialist knowledge not a requirement, but is probably helpful	1 + 1 sub	L Shires (T Adams)
Norfolk Police and Crime Panel E 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 Toyne (S Butikofer)
Norfolk Joint Museums Committee E	1	L Withington (VACANCY)
Norfolk Rail Group E Strategic input required – relating to rail and tourism across Norfolk	1 + Sub 1	P Heinrich (A Brown)
Norfolk Strategic Flood Alliance E	1	H Blathwayt

Appendix C

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Norfolk Strategic Planning Framework (formerly Duty to Co-operate Members' Forum) E PFH required, following discharge of statutory function 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 E PFH required	1 PFH & Leader	T Adams
		C Ringer
North Norfolk Community Transport E	1 + 1 sub	G Bull
		(M Batey)
Sheringham Little Theatre Society Board E One of the appointees should be the PFH. Should ideally have specialist knowledge or experience.	2 PFH - ideally	C Heinink
		L Withington
Sheringham & District Sports Association E Council owns the land	2 (no limit)	C Heinink
		L Withington
The Wash & North Norfolk Coast Marine Special Area of Conservation Management Group E	1 + 1 sub	H Blathwayt
		(P Fisher)
Wells Maltings Trust E Would prefer knowledge/experience of charitable governance, and arts/cultural interests (Council owns freehold / provides funding)	2 1	P Fisher
		(A Brown)