

Council



Please contact: Democratic Services

Please email: democraticservices@north-norfolk.gov.uk

Please Direct Dial on: 01263 516010

13 May 2025

The Annual Meeting of the Council of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 21 May 2025 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. This meeting is live-streamed: [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 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 Gray, Cllr M Hankins, Cllr C Heinink, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden, Cllr K Leith, 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 C Rouse, Cllr L Shires, Cllr E Spagnola, Cllr M Taylor, Cllr J Teye, Cllr K Teye, 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

Chief Executive: Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

A G E N D A

1. OUTGOING CHAIR'S COMMUNICATIONS AND ANNOUNCEMENTS

To receive announcements from the outgoing Chair, including the presentation of cheques to nominated charities.

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 OF THE COUNCIL

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

5. VOTE OF THANKS TO THE RETIRING CHAIRMAN AND VICE-CHAIRMAN

6. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

7. MINUTES

1 - 14

To confirm the minutes of the meeting of the Council held on 19th March 2025.

8. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

15 - 20

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, if any.

11. MANAGEMENT RESTRUCTURE AND ARRANGEMENTS TO RECRUIT A DIRECTOR OF RESOURCES 21 - 30

Summary: In response to the changing context in which the District Council is operating, not least in respect of responding to the Government's devolution and local government reorganisation and reform agendas, thought has been given to making small changes to the senior management structure of the authority. This paper details those proposed changes and asks Council to establish an Employment and Appeals Committee to support the process of recruiting a Director of Resources.

Options considered: Making no change to the current senior management structure or different structures.

Conclusions: Council needs to have a senior management structure capable of supporting the authority continuing to deliver services and Corporate Plan priorities whilst contributing to countywide conversations and workstreams in developing proposals for devolution and local government reorganisation and the changes now proposed to the management are considered to meet those challenges.

Recommendations: Council is asked to:-

- 1) Note the revised senior management structure detailed in the report so as to meet the needs of the organisation moving forward in creating additional capacity to respond to the programme of Devolution and Local Government Reorganisation in Norfolk – particularly the deletion of the post of Director of Place and Climate Change and creation of an additional Assistant Director post (AD – Corporate Services and Transformation);
- 2) Nominate members to serve on the Employment and Appeals Committee to support the recruitment of a Director of Resources

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| Cabinet Member(s): | Ward(s) affected All |
| Cllr Tim Adams, Leader of the Council | |

Contact Officer, telephone number and email:
Steve Blatch, Chief Executive
Telephone:- 01263 516232
Email: steve.blatch@north-norfolk.gov.uk

12. APPOINTMENT OF S151 OFFICER

Please note – this report will follow.

13. REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS 31 - 36

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|---------------------------|--|
| 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 sections 2.3 and 3.5 of this report2. That Council approves the allocation of seats to political groups as shown at Appendix A, taking into consideration any arrangements agreed by the Group Leaders3. 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 emma.denny@north-norfolk.gov.uk , |

14. REPORT ON APPOINTMENT OF MEMBERS TO CABINET

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

15. APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS 37 - 40

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 2025/2026, in line with the allocation of seats as set out at agenda item 13.

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 13). Any changes will be announced at the meeting.

16. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES 41 - 42

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 2025/2026**
- 2. To note the appointment of Chairmen and Vice-Chairmen of Executive sub-committees and working parties for 2025/2026.**

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.

17. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES 43 - 52

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.

18. 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.”

19. PRIVATE BUSINESS