

**Please contact:** Democratic Services

**Please email:** [democraticservices@north-norfolk.gov.uk](mailto: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 Toye, Cllr K Toye, 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 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 19<sup>th</sup> 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

Cabinet Member(s):  Cllr Tim Adams, Leader of the Council	Ward(s) affected All
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Contact Officer, telephone number and email:  
Steve Blatch, Chief Executive  
Telephone:- 01263 516232  
Email: [steve.blatch@north-norfolk.gov.uk](mailto: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

<b>Executive Summary</b>	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.
<b>Options considered</b>	This is a statutory report and Full Council is required to approve any change to the political balance. Alternative options are therefore not presented.
<b>Consultation(s)</b>	Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.
<b>Recommendations</b>	<ol style="list-style-type: none"><li>1. That Council approves the revised political balance calculation as per sections 2.3 and 3.5 of this report</li><li>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</li><li>3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties &amp; panels.</li></ol>

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

**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**

## COUNCIL

Minutes of the meeting of the Council held on Wednesday, 19 March 2025 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 D Birch	Cllr H Blathwayt
Cllr J Boyle	Cllr A Brown
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 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 P Porter
Cllr J Punchard	Cllr C Ringer
Cllr L Shires	Cllr J Toye
Cllr K Toye	Cllr A Varley
Cllr L Vickers	Cllr L Withington

**Also in attendance:**

### 114 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs S Butikofer, C Heinink, S Penfold, E Spagnola, M Taylor and E Vardy.

### 115 MINUTES

The minutes of the meeting held on 19<sup>th</sup> February were approved as a correct record and signed by the Chairman.

### 116 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr J Punchard declared an interest in Agenda items 12 and 13 –Devolution and Local Government Reorganisation, as an employee of a public body.

The Monitoring Officer said that she had written to all members advising them that if they were a member of another local authority or were employed by a public body, there was a general dispensation regarding items 12 and 13.

### 117 ITEMS OF URGENT BUSINESS

None received.

### 118 CHAIRMAN'S COMMUNICATIONS

The Chairman updated members on recent civic events that she had attended: 03 March 2025 – Visit to HMP Bure

04 March 2025 – Celebrating International Women’s Day at NNDC

The Vice-Chair said that he had attended ‘Inspire North Norfolk’ at Trimmingham Leisure Centre.

**119 LEADER'S ANNOUNCEMENTS**

The Leader began by saying that a lot of time had been taken up in recent weeks on discussions regarding devolution and local government reorganisation. He thanked officers and Cabinet members on continuing to make good progress despite considerable challenges ahead.

He said that this meeting would be one of the most historically important in the 50 years of the Council.

**120 PUBLIC QUESTIONS AND STATEMENTS**

None received.

**121 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & OUTSIDE BODIES**

None.

**122 PORTFOLIO REPORTS**

The Chair invited Cllr C Ringer, Portfolio Holder for Environmental Services and IT to provide an update.

Cllr Ringer said that in addition to his written report he wanted to provide an update on the presence of ‘nurdles’ or plastic pellets on the beaches which had been washed up following the collision of a cargo ship with an oil tanker off the coast of East Yorkshire on 10<sup>th</sup> March. He said that a small amount had been reported and the public had been advised not to touch them whilst they were being dealt with by a multi-agency team. Any sightings of nurdles should be reported as soon as possible. Currently sightings had been limited to the Holkham and Wells area. HM Coastguard was monitoring the situation and keeping it under review.

The Chair then invited members to ask questions:

Cllr G Mancini-Boyle asked Cllr L Shires, Portfolio Holder for Finance, about the issuing of electronic council tax bills. He said that there was a reminder at the bottom of the email prompting recipients to think before printing any documents. He then also received a paper bill in the post and queried why residents were not being encouraged to opt into electronic bills. Cllr Shires said that this was a good question and she would provide a written response.

Cllr K Bayes asked Cllr C Ringer, Portfolio Holder for Environmental Services, for an update on the Extended Producer Responsibility (EPR) scheme. Cllr Ringer replied that the scheme was introduced by the previous Government as a simpler recycling programme and it included the introduction of food waste collection. He added that the EPR had not commenced yet but he understood that there would be a financial benefit to the Council and was happy to update Cllr Bayes on any specific issues.

Cllr J Boyle asked Cllr A Varley, Portfolio Holder for Climate Change, about the

implications of Local Government Reorganisation (LGR) for the Council's Net Zero targets. Cllr Varley replied that the pressing need to address the climate emergency continued, regardless of LGR and the Council would still strive to reach its Net Zero targets, as well as supporting communities to live a greener, more sustainable future. He added that the Environmental Charter & Net Zero Strategy and Action Plan document would be reviewed in the coming months to take into account the challenges faced by LGR.

Cllr C Cushing asked Cllr J Toye, Portfolio Holder for Sustainable Growth, how many planned registered businesses were started in 2023/2024 and what was the survival rate. He also asked if similar figures were available for 2024/2025. Cllr Toye replied that he did not have the figures to hand but would provide a written response.

Cllr J Punchard asked the Leader, Cllr T Adams, for a response to his question at the previous Full Council meeting regarding an update on 9 Norwich Street, Fakenham. Cllr Adams replied that he was unable to provide an update publicly at the current time but discussions were ongoing.

Cllr K Leith asked the Leader whether the Devolution/LGR plans for the region were likely to be put to a referendum. Cllr Adams said that he had been asked this by residents on several occasions. He acknowledged that it was an important issue and there was no other avenue for residents to voice their views on this. Clarity was also needed on local government elections as the Government had not been clear on this. In conclusion, he said that he was supportive of giving consideration as to whether North Norfolk should consider a referendum on devolution and LGR proposals.

Cllr L Paterson asked Cllr A Varley the Portfolio Holder for Climate Change for the percentage of energy at the Council Offices was supplied by solar photo voltaic panels. Cllr Varley replied that he would provide a written response.

Cllr P Neatherway asked the Leader, Cllr T Adams, about the increase in workstreams at Eastlaw (the Council's in-house Legal team) and asked if more information could be provided on how this had come about. Cllr Adams said that he would provide a written reply so that the detail could be set out. He said that Eastlaw had been a real success – both internally and externally. The Council aimed to be a leader in the area of coastal change and Eastlaw would be providing legal advice and support as this workstream progressed.

Cllr T FitzPatrick asked Cllr J Toye, Portfolio Holder for Sustainable Growth, for information on hotels. He said that as County Cllr for Fakenham, he was regularly asked for an update on the construction of the roundabout on the A148 which was being built to facilitate on new housing and businesses in the town. He said that there was a portion of the land allocated to a new hotel and he asked what work was being done to encourage the hotel chains to invest the Fakenham area. Cllr Toye replied that there had been challenges about a building a hotel in Sheringham and this was still to come forward. He went onto say that the Council regularly engaged with companies and although nothing had come forward for the Fakenham site yet, work would continue to encourage potential providers to come forward. He committed to updating members if anything came forward. Cllr FitzPatrick thanked him for his reply and said that currently, business visitors to the area often stayed in Kings Lynn or Norwich and that meant that they spent their money out of the district. He added that it was a very different market to the tourist market.

**123 RECOMMENDATIONS FROM CABINET 03 MARCH 2025**

The Portfolio Holder for Finance, Cllr L Shires, said that the latest budget monitoring report showed that the budget deficit had been considerably reduced and she thanked officers for their hard work in closing the gap.

The changes proposed to the Capital Programme, were mainly due to grant income, with the exception of section 5.5.7 which was the removal of a budget line due to project completion.

Cllr N Housden referred to page 72, section 4.3 and the reference to a delay in receipt of a grant from the Environment Agency (EA). He asked whether this indicated that the EA grant added to the capital programme would also be susceptible to delays. Cllr Shires replied that in 4.3 it referred to the scheme being put on hold and this was the case with other projects where funding was delayed.

The Chief Executive confirmed that there were staged payments on receipt of invoices.

It was RESOLVED to

Approve the changes to the Capital Programme as laid out in paragraph 5.5 of the report.

Three members voted against the proposals.

**124 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 12 MARCH 2025**

The Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, said that there had been one recommendation from the meeting on 12<sup>th</sup> March and that related to the Budget Monitoring report, which had been covered at Agenda Item 10.

**125 DEVOLUTION - GOVERNMENT CONSULTATION ON PROPOSALS TO ESTABLISH A MAYORAL COMBINED COUNTY AUTHORITY FOR NORFOLK AND SUFFOLK - RESPONSE BY NORTH NORFOLK DISTRICT COUNCIL**

The Chair proposed that standing orders were suspended for agenda items 11 and 12 due to the importance of both topics and she wanted to ensure that there was an opportunity for a full debate. Under the Constitution, Chapter 2, section 18.10, members could only speak once during the debate and for no more than five minutes.

IT was proposed by the Chair, seconded by Cllr T Adams and

RESOLVED to

Suspend the following Standing Order – Chapter 2, section 18.10

‘A Member who has spoken on a motion may not speak again whilst it is the subject of debate’

The Chair then invited Cllr Adams to introduce this item.

Cllr Adams began by saying that this was the first part of significant changes to the

landscape of Local Government. He explained that, through conversations with the Leaders of Norfolk and Suffolk County Councils, the Government had advised that it wanted to see proposals developed for a Mayoral Combined County Authority covering the geography of the two counties. This position had then been agreed, in principle, by the Government which had included Norfolk and Suffolk in its Devolution Priority Programme, where proposals for new combined authorities would be developed and implemented in the coming months, with an election for a Norfolk and Suffolk Mayor to be held in May 2026. Before taking a decision on whether to proceed with the making of the necessary legislation, the Government was seeking views from interested parties, including those who lived and worked in the area. The Ministry of Housing, Communities and Local Government (MHCLG) had therefore recently announced a public consultation with residents, community organisations, businesses and other stakeholders inviting comments on these proposals.

Seven questions had been set out and the Council was proposing a written response to each of these and members were invited to comment on each. He then outlined the questions in turn and the proposed response from the District Council (as set out in the appendix to the report).

In conclusion, Cllr Adams said that he was increasingly concerned about the benefits of introducing a combined authority and what it could deliver for residents.

The Chair invited members to speak:

Cllr C Cushing said that the Conservative Group would abstain from this voting on this agenda item as it was felt that it was too early in the process to fully understand the details and the implications of the formation of a new mayoral combined authority.

Cllr J Toye referred to question 3 – ‘To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined County Authority will support the economy of the area?’ He said that he believed it was a positive proposal that would benefit the local economy. However, he had concerns about representations locally and whether the pot of funding would effectively ‘thin out’.

Cllr L Shires referred to the recent engagement sessions held with town and parish councils. She said that attendance had been high and she was encouraged to see positive engagement on the subject as well as key questions being raised.

Cllr T FitzPatrick commented that England was one of the most centralised parts of the UK and the UK as a whole one of the most centralised countries in the English speaking world. Devolution was a step by step process that could be built on. He referred to Manchester which had managed to leverage huge amounts of funding and opportunity into the area. It was an opportunity to take on powers currently held by Westminster and for an elected official to take decisions currently carried out by the Civil Service. Central Government would consult and work with elected mayors and this was worthwhile. It was coming regardless and it was best to embrace it and work with it.

Cllr L Withington said that overall, there was a positive feeling to this aspect of devolution but it was important to get it right. Regarding tourism, as Portfolio Holder she said that the proposals were beneficial as they would give a strategic approach to tourism across both counties. She said that she did have concerns about the governance within this and she hoped that local areas would have input and representation and they had a role to play in decision-making.

Cllr N Dixon said that the big issue was a lack of relevant information and it was important to keep an open mind as the process evolved. He believed it was too early to form strong views.

Cllr Adams said that he agreed with the comments so far. One of his main concerns was that as more of these combined authorities were rolled out across England that the benefits would reduce. There was only so much funding to be allocated. He also questioned whether the powers went far enough and felt that more could be done in terms of decision making and input into infrastructure projects. He thanked members for having conversations with residents and their parish councils around this subject.

The Chair, Cllr Dr V Holliday, echoed the comments made about there being insufficient detail at the current time to make a decision. She said that she heard a lot of concern about the local voice being lost. Regarding question 6: '*To what extent do you agree or disagree that working across the proposed geography through a Mayoral Combined County Authority will improve the local natural environment and overall national environment?*', the Chair said that she did not agree with the proposed response as she had concerns about the benefits of aggregating environmental mitigation and felt it was not advantageous to the district.

Cllr Adams replied that this demonstrated clearly the issues around the lack of detail. He agreed that it was hard to understand how an elected mayor could achieve positive outcomes on an environmental level. He agreed that a local solution was needed in such cases and it was hard to compare issues across a wider area.

Cllr A Varley said that it was a very astute point raised by the Chair and the lack of detail was quite concerning. It would allow for overall strategic analysis but there would be a loss of local plans.

Cllr H Blathwayt reminded members that they could complete the questionnaire as an individual too.

Cllr N Housden said that he agreed with the Chair's comments on environmental issues. He added that the district was a very rural, agricultural area and the coast was recognised as a Ramsar site and had global significance. This rurality was a fundamental point that needed to be emphasised but it was hard to see how the district could state its case strongly.

The Chief Executive explained that members were being asked whether the Council should respond to the Government consultation and the suggested responses reflected the engagement work with, key stakeholders town and parish councils and the views of officers and lead members. He added that the Council already worked with strategic partners on environmental issues but consideration should be given as to whether enough benefit would be achieved via the proposals for a mayoral combined authority. The response sought to answer this type of question and was limited by the wording and the suggested format for comments.

Cllr L Withington said that she would like to change 'agree' to 'neither agree nor disagree' for question 6 and that the local aspect was strengthened to ensure the globally unique landscape was highlighted and protected. Cllr J Punchard seconded Cllr Withington's proposal.

Cllr W Fredericks then spoke as seconder of the substantive motion. She said that it was important that the Council needed to be robust and make a decision to fight for

North Norfolk. She asked all members to support the proposed responses so that the government did not impose something on the district. There was not a choice to opt out, it was happening regardless and it was better to be involved and take part.

Cllr M Hankins said that, given the lack of information, the document was very balanced. So much was still unknown.

The Chair asked Cllr Withington for clarification to change the wording for the response to question 6. It was agreed that the final wording would be agreed subsequently to reflect members' concerns.

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

RESOLVED to

Change the response to question 6 from 'agree to neither agree nor disagree'.

11 members abstained.

The Chair then asked members to vote on the substantive motion.

It was proposed by Cllr T Adams, seconded by Cllr W Fredericks and

RESOLVED

To approve the Council's response to the Government consultation on proposals to establish a Mayoral Combined County Authority for Norfolk and Suffolk as amended at Appendix 1 of this report and agree its submission to Government, such submission to be delegated to the Chief Executive in consultation with the Leader of the Council.

11 members abstained.

## **126 PROPOSED LOCAL GOVERNMENT REORGANISATION IN NORFOLK**

The Chair invited the Leader, Cllr Adams, to introduce this item. He set out the background to Local Government Reorganisation (LGR) explaining that On 16<sup>th</sup> December 2024, the Government published its English Devolution White Paper which stated that in areas of the country with a two-tier local government structure of county and district, borough and city councils there would be a move towards establishing a unitary structure of local government for the future. The Government confirmed that it would facilitate a programme of LGR for the 21 remaining two-tier county areas, creating larger unitary authorities. The expectation was that all areas should develop locally-led proposals for reorganisation with existing councils working together to identify the best option for their area. These plans should complement devolution, rather than delay it, whilst avoiding scenarios where competing proposals are developed within a given geography.

On 5<sup>th</sup> February it was announced that Norfolk and Suffolk were to be included on the Devolution Priority Programme (DPP) and an initial deadline of 21<sup>st</sup> March was set as the deadline for submission of interim proposals. Consequently, the seven districts had commissioned Deloitte, to prepare an evidence-based report evaluating possible unitary council models for Norfolk which was used to inform the development of the interim plan to be submitted to Government. The Councils had

all convened meetings to support an agreed response in time for the deadline.

Cllr Adams said that he had concerns about the LGR agenda. He did support the creation of a greater Norwich Unitary. It would support the housing growth agenda and enable the rest of the County to benefit from that growth and accompanying public transport infrastructure. However, for North Norfolk in particular, he said that he saw more risk than reward in the LGR proposals. North Norfolk and the Broads were attractive to tourists and there was 'brand recognition' associated with both – nationally and even globally. NNDC played a significant role in the local economy through an extensive public realm portfolio – including the pier, country parks and public toilets. There was also a lot of additional support for local businesses, leisure facilities and arts and culture. The Government's position towards such assets was at best vague and potentially ruinous. Consequently, he could not support their agenda as it currently stood. He acknowledged that, in reality, there was not alternative to the unitary route but said that a three unitary model would be preferable to a single one. The geographic area of a single authority would cover an area equivalent to 20 times that of Birmingham and the cost of implementing LGR would be substantial and the ongoing costs would also be significant.

In conclusion, he said that he reluctantly supported the three unitary model as it offered the best possible arrangement. It would be the solution best able to represent large geographic areas. He referred members to the Deloitte report which had considered a one, two or three unitary council structure for Norfolk against the key criteria laid out by the Government and concluded that a three unitary model scored most strongly across all six criteria.

He acknowledged that there would be concerns about proposals to 'split' North Norfolk but the District Council would not exist after LGR was completed but members should also bear in mind that there was a long way to go regarding discussions and he was hopeful that the bulk of the district would be included in one of the unitary authorities.

The seconder of the motion, Cllr W Fredericks reserved her right to speak.

The Chair opened the debate:

Cllr C Cushing said that as for the previous agenda item, the Conservative group would abstain from voting on this. He said that the timeframe of 4 weeks imposed by the Government was just too tight for such a complex issue. He acknowledged that it would be happening regardless. Cllr Cushing said that he did believe that there could be some rationalisation of the existing seven district councils but did not necessarily agree that the unitary model was the best structure going forward. He added that he did have some concerns about the Deloitte report and felt that there were some gaps – such as a proposal for a model that didn't include consultation with the County Council (NCC). He felt that this wasn't practical and it was imperative to have ongoing discussions with NCC to ensure full engagement. He also had some concerns about the scoring applied to the six criteria set out by the Government. It was clear that some had considerable more weight than others – such as driving efficiencies in local government and financial sustainability for councils. Members could not support a three unitary model if this was considered to be a crucial aspect of any future model. There was little doubt that a single unitary council would be more financially sustainable and this was imperative if key services were to be delivered for residents. The report did not set out the benefits of each model either.

Cllr Cushing said that consideration must be given to the resourcing requirements of three unitaries. Finding good, qualified staff would be a challenge. In conclusion, he said that the proposals for both the two and three unitary models, the western side would effectively be the 'poor relation' with the East being the financial 'powerhouse' and again, he questioned the financial sustainability of these proposals. He reiterated Cllr Withington's earlier comments that it was crucial to get it right and as things currently stood, he felt he could not support any of the options that were being proposed.

Cllr T FitzPatrick said that this was the start of the biggest shake-up of local government for 50 years and although he personally felt that the elected leader model would have been the best, that opportunity had now passed and the current model had gone past its 'sell by date' and change was needed. He agreed that egos should be set aside and members should ask themselves what was best for their local area and for Norfolk as a whole. Everyone should focus on working together and do their best for residents and most people didn't fully understand which council ran which service – they just wanted a good service. He added that devolution offered the chance for local areas to take over the responsibilities of some of the 'quangos' that the government was seeking to abolish. He wasn't convinced that a three unitary model was the best solution as it would result in three disparate and unequal areas, with Norwich being separated from its natural hinterland and each area would have different 'clout' in terms of finance. It was possible that those areas outside of Norwich would be seen as too rural and could fall behind. In conclusion, he said that he did not feel that the Deloitte report had clearly set out the benefits of a three unitary model.

Cllr C Ringer began by saying that he was proud to be member of North Norfolk District Council and he was reluctant to see that change and the impact of removing this would be negative on residents. Ultimately, the end result would still be three tiers of local government – instead of parish, district and county it would be parish, unitary and elected mayor. He was disappointed to hear that the opposition were planning to abstain. By not taking part in the discussions, they would be passengers on a government journey. He agreed that there was not enough information available but the report stated that and it was important that all members were fully engaged and that the Council spoke with one voice on such a key issue.

Cllr L Shires commented on the perversity of the LGR proposals compared with the devolution report. On the one hand, additional power was being given to the county and on the other, local residents were going to lose local power in the removal of district councils. She believed that members all agreed that this was not the right solution at the current time. Her focus however, was on local residents who were confused between devolution and LGR and who just wanted to know if they would save money on their council tax bill. This was not a cost saving exercise and was not putting residents first. That said, the Council had to submit a proposal and she therefore reluctantly supported a three unitary model.

Cllr J Punchard said that he had a balanced view on this issue. His main concern was the speed at which decisions were being taken. He said that he had been involved in planning applications that had taken longer. He respected the standpoint of the Greater Norwich area but from a personal perspective he was concerned about smaller villages and how their needs would be met by a large, single unitary.

Cllr P Heinrich said that change would come regardless and it needed to be embraced and made to work for local people. He had worked for a unitary authority previously but not on the scale of these proposals. He accepted the argument for a

greater Norwich unitary but saw no sense in creating a 'do-nut' around Norwich. Those in coastal areas would not have their needs serviced. Two unitaries, plus one for Norwich made more sense. It allowed for commonality between existing areas. That said, concerns remained about the ability to respond to the concerns and needs of local residents – even a three unitary model would remove the local connections and awareness that the District Councils currently provided. In conclusion, he said that the basic three unitary model was the most logical in keeping some semblance of local government as a local service provider.

Cllr L Vickers said that she supported the sentiments expressed by Cllr Ringer but recognised that change was inevitable. There was no doubt that the process was being rushed and Deloitte had done its best in the short timescale provided. She believed in evidence-based policy and she just couldn't see the evidence to support the proposals. Cllr Vickers said that members should push back hard against the tight deadlines set by the Government and say that more information was needed to come to a decision.

Cllr N Dixon referred to Cllr Ringer's comments. He said that all members aimed to do a good job but they should also be asking if they could do better. This meant that the way services were designed and delivered must be looked at and the way elected members represented their communities. As he saw it, there were currently 8 councils which had taken an indulgent approach in proposing a range of proposals, all of which were based on scant evidence. He accepted that a response was required but his main focus was on what happened next. Central government's response to the proposals would be crucial. It was likely that they had a preferred model in mind and one way or another that direction would be the one that was pursued. He agreed that it was important that all members worked together and this was particularly important once the government had responded to the interim proposals. In conclusion, he said that he wasn't prepared to back any one of the proposals due to the lack of evidence underpinning them.

Cllr L Withington commented that a single unitary was so detrimental that she could not consider it. This was demonstrated by the impact on the tourism sector in North Norfolk which was currently worth £427m to the area. This would become lost to the pressures of social care under a single unitary. North Norfolk was currently a thriving local economy with its tourism and a large unitary authority would put all of this at risk. NNDC was also a very asset-rich authority and it was likely that the revenue would not be used to provide services that residents currently relied on. She accepted that this was the initial stage but the Council needed to show that it was prepared to fight for North Norfolk.

Cllr N Housden said that Options 2 and 3 both referred to the 'remainder of North Norfolk' and boundaries which were yet to be defined and this caused him huge concern as it was not clear what any decision should be based on. The lack of detail and information really concerned him.

Cllr M Hankins echoed comments made earlier that England operated the most centralised system of government in Europe and there was an opportunity to respond in a way that expressed the view clearly about what was needed from a devolved authority in terms of additional power and money.

Cllr J Toye said that he understood the argument that a single unitary would save money but he shared concerns about the lack of local representation and so suitable options to address both needed to be explored. He said that concerns about inequalities across three unitaries should be balanced out by having an elected

mayor in place. It was important that members had faith in themselves as the process unfolded and remained engaged and involved throughout.

Cllr A Brown said that he had looked back over the history unitary proposals in Norfolk, specifically 2009 and said that there was much to learn. He said he knew what he didn't want and that was a single unitary. It was too large and each councillor would have 8-9k residents to represent. He believed that it was important to submit the Deloitte proposals to government to force their hand and ensure that they took a more granular approach.

Cllr J Punchard requested that the four recommendations were split and voted on separately.

Cllr T Adams responded to some of the points raised. He acknowledged that the timescales were extremely tight and there was a lack of detail.

He said that district councils had tried to engage with the County Council but they had been reluctant. Ultimately, his fear was that the Government was trying to deal with the challenges of local government funding without putting any more money into the system. He accepted that the lack of information around proposed boundaries was causing anxiety but felt that these would become clearer soon.

In response to Cllr Dixon's comment that the Government already had a preferred model in mind, Cllr Adam's said that he also held this view and that he believed they wanted a Norwich unitary and that the rest of the County was being left to get on with things. He added that one positive outcome from all of this was that the district councils had been collaborating on responding to the proposals. He thanked all members for their input.

The Chair commented that she struggled with the loss of local voices and locality in a single unitary but also the disaggregation of statutory services across three unitaries. She felt that more consideration should be given to parish councils and their role as local representatives.

Cllr W Fredericks then spoke as seconder of the motion. She said that when she was elected as a councillor she believed that she was working with residents and creating something special at District Council level. She struggled with proposals that were not in the best interests of residents. She did not want a single unitary as it would not support residents and it would erase the identity of North Norfolk. She felt the three unitary model was the best that could be offered at the current time. The Government would not talk to NNDC unless serious proposals were put forward. Silence would give the Government carte blanche to impose what they wanted.

Cllr P Neatherway referred to the timeline set out in the report and asked if there was flexibility for the Council to change its submission ahead of the final deadline in September. Cllr Adams replied that a lot could happen in the next few months and it was possible that as more information came through that the narrative would change. It was also possible that the deadline would be extended.

The Chief Executive explained that the invitation from the Government to engage with the process was included in the agenda pack and it had since been clarified that the final submission point would be in September. It was anticipated that some feedback would be provided following the submission of the interim plan and this would then form the basis for refining the final submission.

The Chair then moved to the vote, with each recommendation being taken separately.

It was proposed by Cllr T Adams, seconded by Cllr W Fredericks and

**RESOLVED**

Recommendation 1:

To express the view that the Council disagrees with the Government's proposals to introduce a unitary local government structure in Norfolk; as it is not convinced that such an arrangement will best meet the needs of the district's rural communities and residents or deliver the savings and efficiencies anticipated.

11 members abstained.

Recommendation 2:

Accepting, however, that this is the position of Government as detailed in the English Devolution White Paper, the Council strongly objects to proposals being suggested for a single unitary authority covering the whole of Norfolk in that it will be of a very large scale in terms of area and population served, will not be able to reflect the distinct communities of place and interest which exist across the county, and not meet the definition of "local" government in understanding local places or in providing services tailored to meet local needs.

11 members abstained.

Recommendation 3:

To strongly support proposals for a three unitary council model for Norfolk in the future as the basis of the interim plan to be submitted to Government. The Council believes that such an arrangement would best meet the six key criteria laid out by Government and would see one authority based on the urban area of Norwich; an authority covering the West of the county with a strong agricultural and agri-tech economy and an East authority with a key focus on clean energy and tourism.

13 members abstained.

Recommendation 4:

To agree that the Council's response to Government regarding local government reorganisation in Norfolk to be submitted by 21<sup>st</sup> March 2025 makes reference to an Interim Plan proposing three unitary councils in Norfolk as detailed at Appendix 3 with the submission of the response to be delegated to the Chief Executive in consultation with the Leader of the Council.

13 members abstained.

**127 QUESTIONS RECEIVED FROM MEMBERS**

**128 OPPOSITION BUSINESS**

**129 NOTICE(S) OF MOTION**

**130 EXCLUSION OF PRESS AND PUBLIC**

**131 PRIVATE BUSINESS**

The meeting ended at 8.32 pm.

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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](#).

<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>

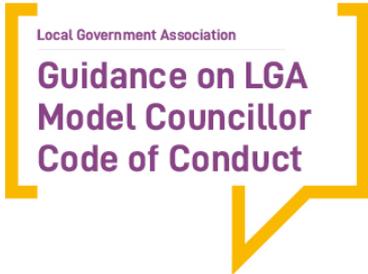
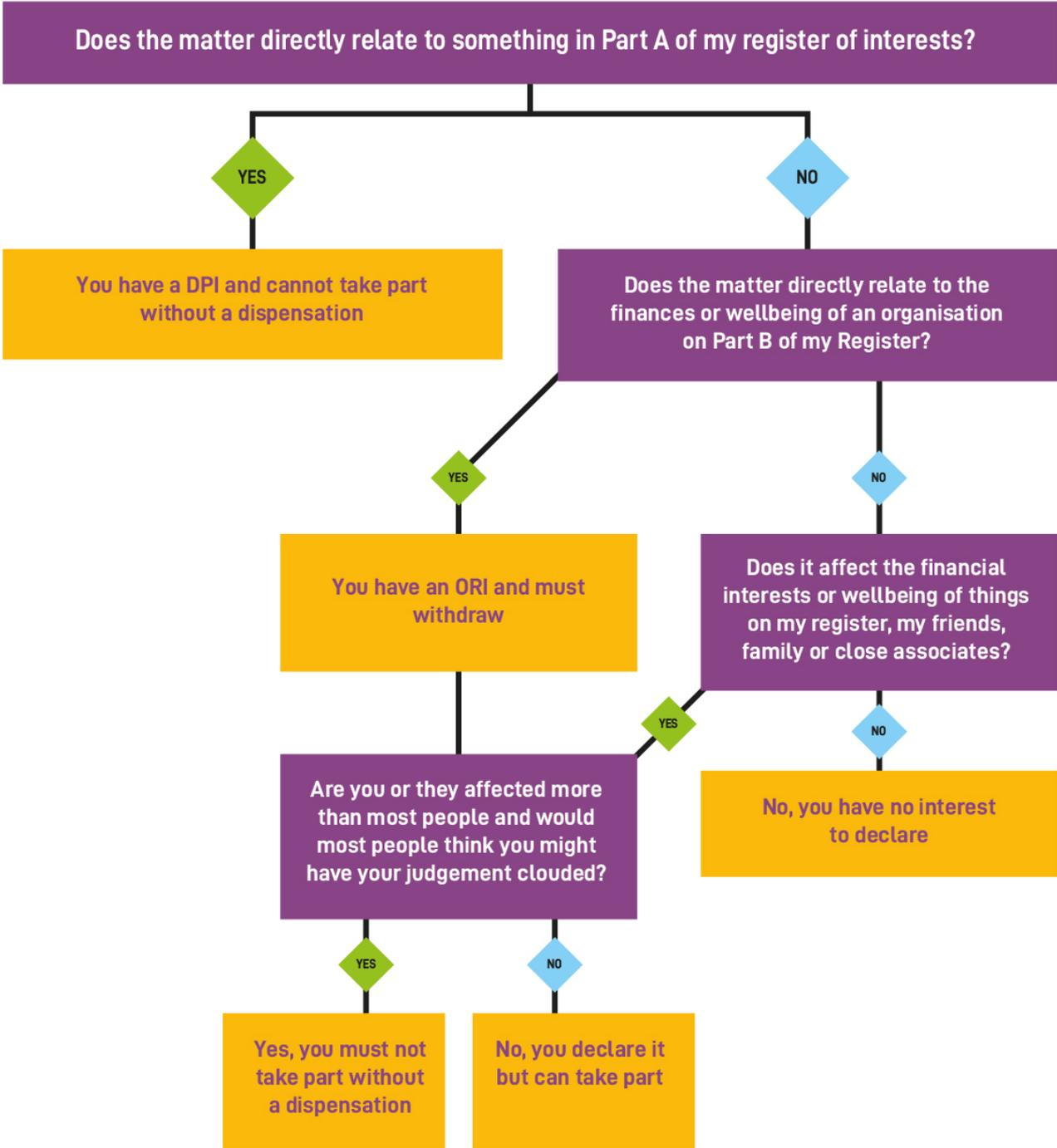
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* '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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## Management Restructure and arrangements to recruit a Director of Resources

**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

Cabinet Member(s): Cllr Tim Adams, Leader of the Council	Ward(s) affected All
Contact Officer, telephone number and email: Steve Blatch, Chief Executive	

## **1. Introduction**

- 1.1 The current senior management structure of the Council has been in place since late 2020, following approval by Full Council at its meeting of 23<sup>rd</sup> September 2020.
- 1.2 After four years, the recent resignations of the Director of Place and Climate Change and Director of Resources, and the increased workload faced by the Council in the medium-term engaging with the processes of Devolution and Local Government Reorganisation, it is appropriate to consider the extent to which the current senior management structure of the authority continues to meet the objectives of the model agreed in September 2020.
- 1.3 Thought has therefore been given to this changed operational context and some minor changes to the management structure, with the objective of creating additional capacity particularly to respond to the workload associated with local government reorganisation, are now proposed as detailed in this report.

## **2. Background**

- 2.1 The current management structure of the authority (shown at Appendix 1) comprises the Chief Executive, three Directors and six Assistant Directors and sought to increase the strategic and service delivery capacity of the organisation through more clearly defining the roles and responsibilities of senior managers within the Council.
- 2.2 The model separated the strategic leadership of the Council from the day-to-day operational management of the authority achieved through the following arrangements:-
  - Corporate Leadership Team made up of the Chief Executive and three Directors leading on issues such as strengthening the governance framework of the Council; developing a strategy to improve the Council's future financial sustainability; working with the Cabinet in delivering many aspects of the Council's Corporate Plan; and improving the Council's reputation and standing through strategic partnerships at a local, County and regional level in response to emerging national Government policy; and
  - Management Team made up of the six Assistant Directors, leading on service delivery, development and improvement; business process reviews to deliver ongoing efficiencies; customer service standards and complaint management and resolution; performance management, including responding to audit recommendations and other compliance issues; and staff / team development to support high quality service delivery.
  - A small Executive Core of "corporate" services reporting to the Chief Executive to ensure consistency of practice across HR and project

management issues and in managing the corporate reputation of the Council through strong branding and communications approaches.

- 2.3 Whilst the model agreed in late 2020 has served the Council well, supporting significant achievements in delivering the Council's Corporate Plan objectives and maintaining high levels of core service performance; the demands which will be placed on the Council moving forward in terms of planning and implementing proposals for devolution and local government reorganisation in Norfolk alongside the authority continuing to deliver Business as Usual and other priorities of the incoming Government – particularly with respect to housing, planning and waste and delivery of the Fakenham Leisure and Sports Hub project, coastal issues and the strategic positioning of the Bacton Energy Hub in light of significant developments in the Carbon Capture and Storage, hydrogen and Net Zero sectors; are significant and require consideration to be given to whether the current structure is best able to meet the needs of the Council moving forward.
- 2.4 Given the above, a revised senior management structure for the authority has been developed, as detailed at Appendix 2. This retains a Chief Executive (Grade 1) and two Directors (Grade 2), with seven Assistant Director (Grade 4) posts. This would see the deletion of the Director of Place and Climate Change post from the establishment and the creation of a new Assistant Director Transformation and Corporate Services (Grade 4) position (covering Comms, Customer Services, HR, Project Management and Corporate PAs), which will be critical areas of service as the reorganisation of local government moves forward in the coming months. It is also proposed that one of the two director posts (ie either the Director of Service Delivery or Director of Resources) be designated as Deputy Chief Executive and paid a small supplement for those responsibilities.
- 2.5 There would also be some modest changes of reporting lines of some teams – particularly those in the previous Executive Core which would report to the new Assistant Director position rather than directly to the Chief Executive, creating additional capacity for the Chief Executive.
- 2.6 Such a model would deliver a net annual saving of approximately £35,000 which it would be proposed is taken as a saving given the continued need for the authority to realise real savings from its budget in this and future years given the “freeze” in the spending power of district authorities in the 2025/2026 settlement and modelling in the medium-term.
- 2.7 The revised management structure envisages retention of the Director of Resources position, recognising the statutory Chief Finance Officer responsibilities and the continued need for focus in leading the Council's efficiency programme given the financial context detailed at paragraph 2.6 above. There is therefore a need to advertise and recruit into this position.
- 2.8 Appointment into the role of Director of Resources, as a Chief Officer post, requires the establishment of an Employment and Appeals Panel, to support the recruitment process. Council is therefore requested to nominate members to support this process, working with the Chief Executive and HR Manager, so

that arrangements can be made to advertise this position. Appointments at Management Team level – ie the new Assistant Director post do not require member involvement and arrangements are therefore being made to finalise a job description and advertise this role in the next couple of weeks.

### **3. Decisions to be taken**

- 3.1 Council is asked to note the report and minor revisions to the senior management structure of the authority reflecting the current and future context in which the authority will operate given the need to maintain core service provision at a time when the authority is also needing to be working with partners around the issues of devolution and the establishment of a Mayoral Combined Authority across Norfolk and Suffolk and local government reorganisation so that the interests of our rural and coastal communities, businesses and residents are properly represented in these significant changes to local public service reform.
- 3.2 Council is also asked to nominate representatives to support the process of recruiting a Director of Resources through establishing an Employment and Appeals Panel to fulfil the requirement for an interview panel which will make recommendations on any appointment to a future meeting of Full Council.

### **4. Corporate Plan Objectives**

- 4.1 There are no direct impacts from this decision on the delivery of the Council's Corporate Plan objectives.

### **5. Medium Term Financial Strategy**

- 5.1 There is no direct impact from this decision on the Medium-Term Financial Strategy, although with a continued need to deliver efficiencies and savings against a background of continuing pressures on all of the Council's budgets and engagement in detailed planning for likely local government reorganisation where representation in financial planning workstreams will be required, the recruitment of a Director of Resources who can lead on these issue for the authority is considered essential.

### **6. Financial and Resource Implications**

- 6.1 The modest changes to the senior management structure proposed will increase capacity and deliver a saving moving forward of approx. £35,000 per annum, at a time when the Council still needs to realise efficiency savings.

### **7. Legal Implications**

- 7.1 There a no legal issues arising from this report; the Chief Executive is required to put in place and keep under review a management structure for the authority which responds to the context in which the authority operates.

**8. Impact on Climate Change**

8.1 Not applicable

**9. Equality and Diversity**

9.1 There are no equality and diversity issues raised by this report.

**10. Section 17 Crime and Disorder considerations**

10.1 Not applicable

**11. Recommendations**

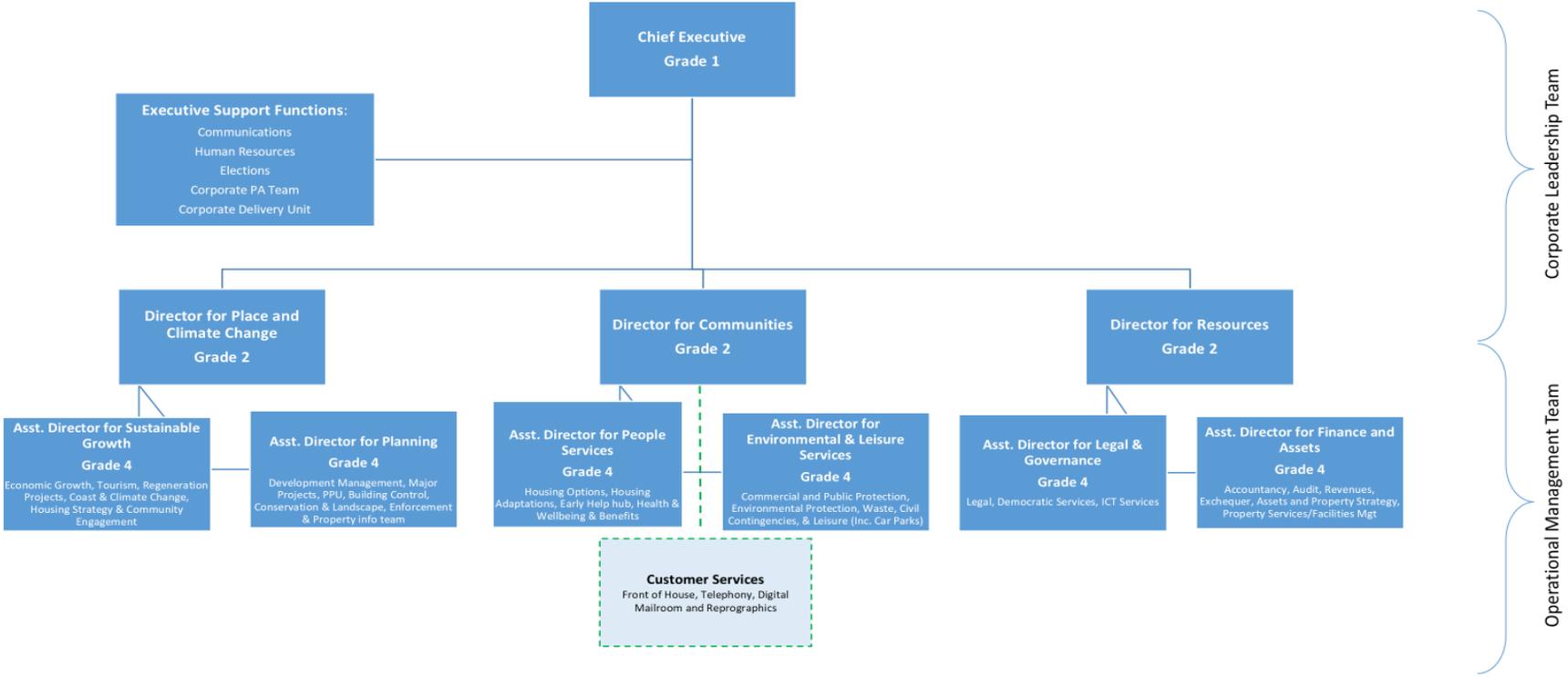
**Council is asked to:-**

- 3) 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);**
- 4) Nominate members to serve on the Employment and Appeals Committee to support the recruitment of a Director of Resources**

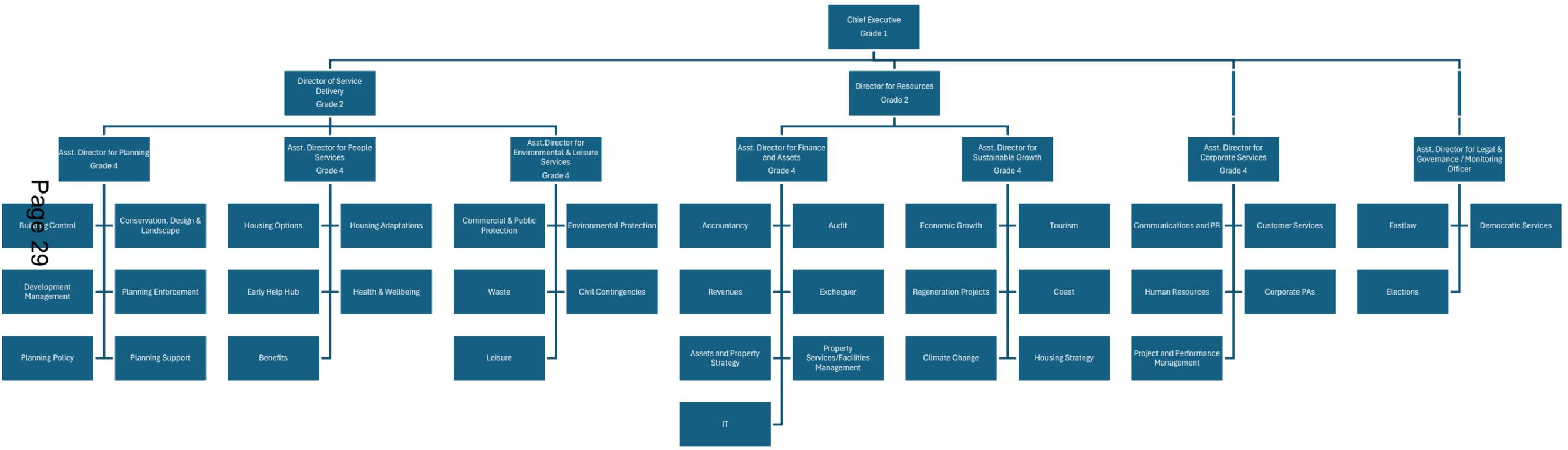
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**Appendix 1 – Current Management Structure as approved 23<sup>rd</sup> September 2020,**  
*except for Customer Services moving to Director of Communities from April 2023 and change in service teams between the two Assistant Directors in the Resources Directorate from April 2024*

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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 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.
<b>Options considered</b>	This is a statutory report and Full Council is required to approve any change to the political balance. Alternative options are therefore not presented.
<b>Consultation(s)</b>	Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li><b>1. That Council approves the revised political balance calculation as per sections 2.3 and 3.5 of this report</b></li> <li><b>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</b></li> <li><b>3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties &amp; panels.</b></li> </ol>

<b>Wards affected</b>	All
<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> ,

## 1. Introduction

- 1.1 Since the last review of the political balance of the Council in May 2024, 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 2025, a Liberal Democrat member was elected to the Council. Previously, this seat had been held by a Conservative member. A member of the Conservative Group then moved to the Independent Group. This has resulted in the following change to the composition of the council: Liberal Democrats (26 members), Conservatives (11 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.

The political composition of the Council is outlined below:

<b>Group</b>	<b>No. of members</b>	<b>%</b>
Liberal Democrat	26	65
Conservative	11	27.5
Independent	3	7.5
<b>Total</b>	<b>40</b>	<b>100%</b>

- 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 17<sup>th</sup> 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 email. 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 21st May 2025.

### **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. Proposed changes are highlighted in red.
- 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. The Cabinet Working Party for Projects has not met for some time and is not scheduled to meet. This has therefore been removed from the seat allocations table, reducing the overall number of seats from 97 to 92.
- 3.5. Overall, the percentages have changed slightly as follows:
  - The Liberal Democrat Group has increased to 65% of seats available (59 seats)
  - The Conservative Group has changed from an allocation of 32% to 27.5 of committee seats available (26 seats)
  - The Independent Group has changed from an allocation of 5% of seats to 7.5% allocated (7 seats)

3.7 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. As it currently stands, the Conservative Group has one more seat allocated and the Independent Group has one less – it is suggested that the Group Leaders could agree to an exchange of seats on one of the smaller committees to address this.

#### **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 Zero Target**

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 sections 2.3 and 3.5 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		26	11	3	40			
Expressed as %		65%	27.5	7.5	100%			
Committee	No. of Seats Currently	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)			
Licensing Committee	15	9.75	9 <b>10</b>	4.12	5 <b>4</b>	1.125	1	15
Development Committee	14	9.1	9	3.85	5 <b>4</b>	1.05	<b>1</b>	14
Overview & Scrutiny	12	7.8	7 <b>8</b>	3.3	4 <b>3</b>	0.9	1	12
Planning Policy & Built Heritage WP	12	7.8	8	3.3	3	0.9	1	12
Standards Committee	7	4.55	4	1.92	2	0.525	<b>1</b>	7
EAC	5	3.25	3	1.38	1	0.375	<b>1</b>	5
*Member Development Group	6	3.9	4	1.65	2	0.45	0	6
Governance, Risk & Audit Committee	6	3.9	4	1.65	2	0.45	0	6
Constitution Working Party	5	3.25	3	1.38	2	0.375	0	5
Joint Staff Consultative Committee	5	3.25	3	1.38	2	0.375	0	5
<i>Cabinet WP for Projects</i>	<i>5</i>	<i>3.25</i>	<i>3</i>	<i>1.38</i>	<i>2</i>	<i>0.375</i>	<i>0</i>	<i>5</i>
* Council Tax Support Working Party	5	3.25	3	1.38	2	0.375	0	5
<b>TOTAL</b>	<b>92</b>	<b>59.8</b>	<b>59</b>	<b>25.3</b>	<b>26 (27)</b>	<b>6.9</b>	<b>7 (6)</b>	<b>92</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 2025)

Overview & Scrutiny Committee (12 seats)	Liberal Democrat (8)	Conservative (3)	Independent (1)
Paul	Martin Batey	Christopher Cushing	Nigel Housden
	Jill Boyle	Victoria Holliday	
	Andrew Fletcher	<b>VACANCY</b>	
	Mike Hankins		
	Paul Heinrich		
	Saul Penfold		
	Phil Bailey		
	<b>VACANCY</b>		
<b>Substitutes</b>	<b>Up to 7 subs</b>	<b>Up to 4 subs</b>	<b>1 sub</b>
	<i>Roy Macdonald Peter Fisher Emma Spagnola</i>	<i>Tom FitzPatrick Gerard Mancini-Boyle Peter Neatherway</i>	<i>Jeremy Punchard</i>
Development Committee (14 seats)	Liberal Democrat (9)	Conservative (4)	Independent (1) <i>Appoint one member</i>
(politically balanced)	Martin Batey	Victoria Holliday	Luke Paterson
<i>Must be trained to sit on the Committee</i>	Andrew Brown	Peter Neatherway	
	Peter Fisher	Liz Vickers	
	Mike Hankins	Angie Fitch-Tillett	
	Paul Heinrich		
	Roy Macdonald		
	John Toye		
	Kim Toye		
Adam Varley			
<b>Substitutes</b>	<b>Unlimited subs</b>	<b>Unlimited subs</b>	
<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</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)	Jill Boyle	Christopher Cushing	
	Andrew Fletcher	Victoria Holliday	
	Saul Penfold		
	Sarah Butikofer		
<b>Substitutes</b>	<b>Up to 4 subs</b>	<b>Up to 2 subs</b>	
	<i>Peter Fisher Paul Heinrich Emma Spagnola</i>	<i>Nigel Dixon</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	Jeremy Punchard
<i>Must be trained</i>	Jill Boyle		
	Wendy Fredericks		
<b>Substitutes (10)</b>	<b>6 substitutes</b>	<b>2 substitutes</b>	<b>1 substitute</b>
<i>Must be trained</i>	<i>Andrew Brown Emma Spagnola Saul Penfold Callum Ringer John Toyne <b>VACANCY</b></i>	<i>Nigel Dixon Gerard Mancini-Boyle</i>	<i>Nigel Housden</i>
<b>Licensing Committee (15 seats)</b>	<b>Liberal Democrat (9)</b> <i>One member to be added</i>	<b>Conservative (4)</b>	<b>Independent (1)</b>
(politically balanced)	Tim Adams	Kevin Bayes	Nigel Housden
(no substitutes)	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		
	Andrew Brown		
	Peter Fisher		
	Liz Withington		
	Paul Heinrich		
	<b>VACANCY</b>		

<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	Nigel Housden
	Jill Boyle	Pauline Porter	
	Roy Macdonald		
	Lucy Shires		
<b>Substitutes</b>	<b>Up to 4 subs</b>	<b>Up to 2 subs</b>	<b>1 sub</b>
	<i>Andrew Brown Emma Spagnola</i>	<i>Christopher Cushing Tom FitzPatrick</i>	
<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)	Martin Batey	Nigel Dixon	Jeremy Punchard
	Andrew Brown	Victoria Holliday	
	Peter Fisher	Liz Vickers	
	Mike Hankins		
	Paul Heinrich		
	John Toye		
	Adam Varley		
	Harry Blathwayt		
<b>Substitutes</b>	<b>Up to 8 subs</b>	<b>Up to 3 subs</b>	<b>1 sub</b>
	<i>Don Birch Callum Ringer</i>	<i>Peter Neatherway Matthew Taylor</i>	<i>Nigel Housden</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)	Lucy Shires	Pauline Porter	
	John Toye	Matthew Taylor	
	Liz Withington		
	<b>VACANCY</b>		
<b>Council Tax Support Working Party (5 seats) no substitutes *Executive sub-committee</b>	<b>Liberal Democrat (3)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	Tim Adams	Peter Neatherway	
	Jill Boyle	Victoria Holliday	
	Peter Fisher		
<b>Constitution Working Party (5 seats) <i>Established by Full Council</i></b>	<b>Liberal Democrat (3)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	Martin Batey	Tom FitzPatrick	
	Lucy Shires	Liz Vickers	
	Adam Varley		
<b>Substitutes</b>	<b>Up to 3 subs</b>	<b>Up to 2 subs</b>	
		<i>Pauline Porter</i>	

## Committee Chairmen and Vice-Chairmen – May 2025

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

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**Full Council – 21 May 2025**

**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	A Fitch-Tillett
		W Fredericks
		V Holliday
		P Porter
		L Paterson
		<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	K Bayes
		H Blathwayt
		A Fitch-Tillett
		L Paterson
		P Porter
		C Ringer
		A Varley
		<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

<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
Norfolk County Community Safety Partnership Scrutiny Panel <b>C</b> <b>Open to any member</b>	1 + sub	J Toye
		(S Butikofer)
Norfolk Records Committee <b>C</b> <b>Open to any member</b>	1 + 1 sub	L Withington
		(M Batey)
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	H Blathwayt
		N Housden
		A Brown
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)
Sheringham Shoal Community Fund Grant Assessment Panel <b>C</b> <b>Open to any member but local member preferred</b>	1 (no subs)	P Fisher

## 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
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.		

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## REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Overview & Scrutiny Committee)

<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
<p>Norfolk Health Overview &amp; Scrutiny Committee (NHOSC)</p> <p><b>O</b></p> <p><b>Must be member of O&amp;S Cttee</b></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>	<p>1 + Sub</p>	<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"> <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
A47 Alliance <b>E</b> <b>Experience in economic growth, business, strategic transport is desirable.</b>	1 PFH (+ 1 sub)	T FitzPatrick (J Toye)
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	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>	3 <b>(but only 1 can vote – see constitution)</b> <b>1 + 2 subs</b>	T Adams E Spagnola L Withington – voting Member

## Appendix C

<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>An interest in tennis and squash would be an advantage</b>		
Health and Well Being Board <b>E</b> <b>PFH required</b> <b>Should not be a governor of a local NHS Trust because of the potential / perceived conflict of interest.</b> <b>Specialist knowledge or experience not a requirement set out in the TOR but would be helpful.</b> <b>Should not be also a member of the NHOSC committee</b>	1 PFH + 1 sub	L Withington (W Fredericks)
Integrated Care Partnership <b>E</b>	1 + Sub	L Withington (W Fredericks)
Local Government Association – SIG- Coastal issues <b>E</b> <b>PFH required</b> <b>The Elected Member rep should have Coastal/Estuarine expertise, knowledge or experie</b>	1 + Sub 1 cllr + 1 officer	H Blathwayt (P Fisher)
Local Government Association – IDB Levies – SIG Support <b>E</b> <b>Understanding IDB issues is helpful</b>	1 + Sub	H Blathwayt (A Varley)
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 (T Adams)
Norfolk Citizens' Advice <b>E</b> <b>(Council provides funding)</b>	1	W Fredericks

## Appendix C

<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
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)
North Norfolk Health & Wellbeing Partnership <b>E</b> <b>PFH required</b> <b>Chairman of the Partnership</b>	1	L Withington
Norfolk Parking Partnership (now includes the Civil Parking Partnership) <b>E</b> <b>PFH required</b> <b>Specialist knowledge not a requirement, but is probably helpful</b>	1 + 1 sub	L Shires (T Adams)
Norfolk Police and Crime Panel <b>E</b> <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.</b>	1 + 1 sub	J Toyé (S Butikofer)
Norfolk Joint Museums Committee <b>E</b>	1	L Withington (K Toyé)
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 (A Brown)
Norfolk Strategic Flood Alliance <b>E</b>	1	H Blathwayt

## Appendix C

<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
Norfolk Strategic Planning Framework (formerly Duty to Cooperate 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	T Adams
		C Ringer
North Norfolk Community Transport <b>E</b>	1 + 1 sub	J Toye
		(M Batey)
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 (no limit)	C Heinink
		L Withington
The Wash & North Norfolk Coast Marine Special Area of Conservation Management Group <b>E</b>	1 + 1 sub	H Blathwayt
		(P Fisher)
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)