

# Council



**Please contact:** Emma Denny

**Please email:** [Emma.Denny@north-norfolk.gov.uk](mailto:Emma.Denny@north-norfolk.gov.uk)

**Please Direct Dial on:** 01263 516010

18 May 2021

A meeting of the **Council** of North Norfolk District Council will be held in the The Chapel - Greshams School, Cromer Road, Holt on **Wednesday, 26 May 2021 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

If you are a member of the public wishing to attend the meeting, please notify Democratic Services by 5pm on Monday 24<sup>th</sup> May so we can ensure that you can be safely accommodated in line with social distancing requirements.

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, please be aware that you may be filmed or photographed.

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

**To:** Mr T Adams, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mrs M Millership, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr J Toye, Mr E Vardy, Mr A Varley, Ms L Withington and Mr A Yiasimi

All other Members of the Council for information.

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



**If you have any special requirements in order  
to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

**Chief Executive:** Steve Blatch

**Tel** 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005

**Email** [districtcouncil@north-norfolk.gov.uk](mailto:districtcouncil@north-norfolk.gov.uk) **Web site** [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

## A G E N D A

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

To receive announcements from the outgoing Chairman.

**2. ELECTION OF CHAIRMAN**

To elect a Chairman for the ensuing year.

**3. INCOMING CHAIRMAN'S COMMUNICATIONS**

To receive the incoming Chairman's communications, if any.

**4. ELECTION OF VICE-CHAIRMAN**

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

**5. VOTE OF THANKS TO THE RETIRING CHAIRMAN AND CONSORT AND THE 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 28<sup>th</sup> April 2021.

**8. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

15 - 16

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 any announcements from the Leader of the Council.

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

The Leader will update Council on all appointments to Cabinet.

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

17 - 22

**Summary:** Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

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

**Recommendations:**

- 1. That Council approves the revised political balance calculation as per section 2.4 of this report**
- 2. That Council approves the allocation of seats to political groups as shown at Appendix A**
- 3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties & panels subsequent to the Annual Meeting of Council.**

Contact Officer(s), telephone number and email:  
Emma Denny, Democratic Services Manager,  
01263 516010, [emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk);

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

**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.

Council will recall that there is no substitution permitted on Cabinet. Members are also reminded of the need for Committee Members or Substitutes on the Development and Licensing Committees to have undertaken the necessary training.

The Chairman of the Overview and Scrutiny Committee should be drawn from the main opposition group and the Vice – Chairman from the ruling group. Cabinet Members and the Chairman of the Governance, Risk and Audit Committee cannot sit or substitute on the Overview and Scrutiny Committee.

**Decision:**

That Council appoints Members and substitutes to Committees, sub-committees, working parties and panels for 2021/22, in line with the allocation of seats as agreed at agenda item 12

*Please note, the proposed appointments, as put forward by the Groups, will be circulated separately in advance of the meeting.*

**14. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES**

**Decision:**

1. To appoint Chairmen and Vice-chairmen to Committees for 2021/22
2. To note the appointment of Chairmen and Vice-chairmen of executive sub-committee and working parties

*Nominations from the Groups will be circulated ahead of the meeting. Group nominations will be taken en bloc.*

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

**15. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

23 - 26

Summary: This report requires members to make nominations and appointments to the Council's schedule of approved outside bodies for the 2021/22 civic year.

Recommendations:

- 1. That the Outside Bodies list be amended in accordance with section 2, 3 and 4 of the report**
- 2. That the Council appoints Members to the schedule of approved Outside Bodies for the 2021/22 civic year (Appendix A - to follow)**
- 3. That Council approves the appointment recommended by the Overview & Scrutiny Committee to the Norfolk Health Overview & Scrutiny Committee (NHOSC) (Appendix C – to follow)**

4. That Council receives the appointments made by the Executive to those outside bodies that fall to the Executive to appoint (Appendix B – to follow)
5. That a review of the Council's representation on outside bodies be undertaken later in the year, by Overview & Scrutiny Committee and Constitution Working Party.

Contact Officer,  
telephone number  
and e-mail:

Emma Denny, Democratic Services Team Leader  
01263 516010,  
[emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk)

*Please note some appointments to outside bodies are Executive not Council appointments and are therefore provided for noting only.*

#### **16. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution – if necessary:

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

#### **17. PRIVATE BUSINESS**

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## COUNCIL

Minutes of the meeting of the Council held on Wednesday, 28 April 2021 remotely via Zoom at 6.00 pm

**Members Present:**

Mr T Adams	Mr D Birch
Mr H Blathwayt	Mr A Brown
Dr P Bütikofer	Mr C Cushing
Mr N Dixon	Mrs A Fitch-Tillett
Mr T FitzPatrick	Mr V FitzPatrick
Mrs W Fredericks	Ms V Gay
Mrs P Grove-Jones	Mr G Hayman
Mr C Heinink	Mr P Heinrich
Mr N Housden	Mr R Kershaw
Mr N Lloyd	Mr G Mancini-Boyle
Mr N Pearce	Mr S Penfold
Mrs G Perry-Warnes	Mr J Punchard
Mr J Rest	Mr E Seward
Miss L Shires	Mrs J Stenton
Dr C Stockton	Mr J Toye
Mr A Varley	Ms L Withington
Mr A Yiasimi	

**Also in attendance:** The Chief Executive, the Monitoring Officer, the Democratic Services Manager, the Democratic Services & Governance Officer, the HR Manager

### 25 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Bevan Jones, Cllr S Butikofer, Cllr P Fisher, Cllr M Millership and Cllr E Spagnola

### 26 MINUTES

The minutes of the meeting held on 24<sup>th</sup> February 2021 were agreed as a correct record.

### 27 ITEMS OF URGENT BUSINESS

None received.

### 28 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received.

### 29 CHAIRMAN'S COMMUNICATIONS

The Chairman said that it had been a very challenging year due to the pandemic, however, he was pleased to inform members that the virtual 'Cley Calling' events had been very successful and had raised £2275 for the Chairman's charity, Norfolk Wildlife Trust.

### 30 LEADER'S ANNOUNCEMENTS

None.

### **31 PUBLIC QUESTIONS AND STATEMENTS**

Ms K Hart spoke in relation to Agenda item 17, Notice of Motion: Domestic Abuse. She said that she wished to highlight the lack of resources available in the town of Sheringham. She said that there were more resources available to those suffering from domestic violence but that there was very little support for the victims of emotional and psychological abuse, which could have a detrimental effect on mental health. She said that she would like to see a local support service established to assist victims and direct them to relevant voluntary organisations and agencies. Often people lacked the knowledge and the confidence to approach these bodies themselves and having someone to support them through this process would be hugely beneficial. She referred to the Daisy Programme in Dereham which offered these services and said that a similar scheme in Sheringham would be welcomed. She concluded by urging members to consider creating such a help hub.

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

The Independent Group Leader, Cllr J Rest informed members of the following changes to appointments:

Cllr J Rest to replace Cllr N Housden on the Constitution Working Party  
Cllr N Housden to be removed from North Norfolk Community Transport (replacement to be confirmed)

### **33 PORTFOLIO REPORTS**

The Chairman invited Portfolio Holders to present their reports:

Cllr A Fitch-Tillett, Portfolio Holder for Coast said that she was delighted to inform members that the Bacton to Walcott Sandscaping scheme had recently been awarded the Norfolk Construction Excellence Award. She said that Coastal Partnership East's £8m bid for a 6 year programme to deliver an adaptation scheme on the Norfolk / Suffolk coast had been successful. She concluded by saying that the CPE team was preparing a response to the consultation on the FloodRe scheme, which was exploring the possibility of widening the current scheme to include protection from wider forms of risk such as coastal erosion, which was currently uninsurable.

Cllr C Cushing began by congratulating the team on their award. He referred to a report in the North Norfolk News on 16<sup>th</sup> April which detailed sand erosion on Bacton beach. He sought reassurance that the issue was being addressed and asked how it would be monitored. Cllr Fitch-Tillett replied that sand was constantly moving and changing. The coastal team was aware of certain objects rising to the surface and being exposed and the situation was being monitored by the coastal engineers. Any hazards that were found were marked as such. Advice to the public on beach safety would be issued in advance of the summer season.

Cllr V Gay, Portfolio Holder for Health, Wellbeing and Culture, presented her report. She informed members that the new 'Reef' leisure centre in Sheringham was on course for a summer opening. She said that an announcement was expected imminently regarding the Council's blue and green flags. From Saturday 1<sup>st</sup> May,



four beaches would have a lifeguard in attendance.

Cllr Gay highlighted the continuing success of the North Norfolk Sustainable Communities Fund which had allocated £106k to 22 organisations between March 2020 and March 2021. She concluded by saying that the social prescribing briefing for members had now taken place. It was well attended and feedback had been excellent.

Cllr W Fredericks thanked Cllr Gay for the social prescribing briefing which had been very informative.

Cllr G Hayman, Portfolio Holder for Housing and Benefits presented his report as written. He drew members attention to the Domestic Abuse bill which was shortly to be enacted. He said that the Council was working closely with the County Council to deliver the services required to support the victims of domestic abuse.

Cllr R Kershaw, Portfolio Holder for Economic Development introduced his report and provided an update on grant payments. In the last year the Council had distributed £118.5m to businesses. He thanked the team for their exceptional performance. He informed members that consultants had been appointed for the North Walsham Heritage Action Zone project, with work about to commence on the lakes. The newly formed Cultural Committee had recently met.

Cllr G Mancini-Boyle asked whether the Portfolio Holder would like to thank central government for the funding received from Government to pay in grants to businesses. Cllr Kershaw agreed.

Cllr N Lloyd, Portfolio Holder for Environment, introduced his report. He said that the Environmental Charter would be going to Cabinet on 10<sup>th</sup> May for approval. He then referred to the Environment Forum which had taken place virtually, with 50 delegates in attendance. Cllr S Penfold said that he had attended the forum and it had been very engaging and thought-provoking. He thanked everyone involved.

Cllr J Toye agreed, adding that the Chairman of the Purbeck Trust had commented how good it had been.

Cllr N Dixon referred to the noise abatement notice on page 62. He said that as local member for Hoveton, this was the first he had heard of it. He asked whether this reflected the local member protocol which covered communication relating to such issues. Cllr Lloyd apologised and said that he would follow this up with the relevant officers. Local members should be informed of any issues relating to their ward.

Cllr E Seward, Portfolio Holder for Finance and Assets presented his report as written.

Cllr L Shires, Portfolio Holder for Organisational Resources, introduced her report. She thanked the Customer Services team for the assistance that they had provided to the NHS by contacting patients and booking appointments for vaccinations.

Cllr V FitzPatrick referred to page 69 and the rollout of the NNDC App. He asked if it was purely transactional or information-based. He asked what the anticipated uptake was likely to be, the initial outlay and the ongoing running costs. He concluded by asking if there was a financial benefit to the Council and whether a business case had been presented to the Portfolio Holder. Cllr Shires said that she did not have the information to answer the questions but she would provide a written response.

Cllr N Housden referred to Customer Services and availability via telephone. Several of his constituents had contacted him to say that they could not get through, occasionally waiting 20 minutes for a response. Cllr Shires asked if any specific departments were involved. Cllr Housden said it was regarding the Planning and Licensing service areas. He agreed to provide Cllr Shires with more information so she could look into it.

Cllr J Stenton asked why the Council continued to use paper pay slips instead of digital ones. It wasn't environmentally friendly. Cllr Shires agreed, saying that she would look into it.

Cllr D Birch referred to the issue of accessibility and the Council's website. He welcomed that it had improved and asked Cllr Shires what steps would be taken to build on this. Cllr Shires replied that this was ongoing issue. The layout of the site would be assessed and the facility to enlarge text easily, with good colour contrast. Keyboard navigation was also a factor. NNDC was in the top 30 accessible councils.

Cllr J Toye, Portfolio Holder for Planning and Enforcement, presented his report. He said that there had been a huge increase in planning applications. Despite this, the Planning Team were processing them quickly and he thanked them for their hard work.

Cllr T FitzPatrick referred to the section of the report on 'digital transformation'. He said that two of his parishes had not received notification of planning applications. He asked whether this issue could be looked into as it may be occurring more widely. Cllr Toye agreed, saying that it would be helpful to know if there were any gaps.

The Chairman said that there was sufficient time remaining to take any outstanding questions.

Cllr G Mancini-Boyle referred to the Environmental Charter. He asked about the targets set and the commitments stated and how they would be measured and reported back to measured and how frequently. Cllr Lloyd referred to the Managing Performance updates to Overview & Scrutiny Committee and asked if there was any further informed that Cllr Mancini-Boyle required. Cllr Mancini-Boyle replied how ambitious the Council was being regarding its environmental targets and what Cllr Lloyd would aspire to achieve. Cllr Lloyd replied that the Council was committed to being carbon neutral by 2030 and there would be a roadmap to achieving this. Regarding recycling, he said that the pandemic had led to significant changes to the waste streams and this made the setting of targets very challenging. That said, he felt there was room for improvement. He would like to see food waste collection but the costs at the moment were prohibitive.

Cllr Toye asked Cllr Shires about car parking season tickets and what the uptake was. Cllr Shires replied that during the last financial year there had been an increase of 620 extra season tickets. There had been a shift in how transactions were undertaken with 67% of purchases now being done digitally.

#### **34 ADDITIONAL RESTRICTIONS GRANT**

Cllr R Kershaw, Portfolio Holder for Economic Growth, introduced this item. He explained that the report set out the current financial position of the COVID Additional Restrictions Grant (ARG) and the actions that the Council was

undertaking to commit the remainder of the District's allocation which was intended to support businesses and the local economy. He said that the Government had recently announced that local authorities would receive an additional top-up to their ARG allocation. However, in order to qualify for this money (£760,411 for North Norfolk) Councils would need to have fully defrayed all of their current allocation and consideration was now being given as to how this could be drawn down for the benefit of the business community.

AGREED to note

- the content of the report and the progress to date in committing the ARG allocation to support local businesses;
- given the time constraints, that delegation is provided to the Director of Resources, in consultation with the Cabinet Member for Sustainable Growth Economic, to:
  1. establish the terms and processes to commit the remaining ARG fund by 30 June 2021, and;
  2. develop a programme of business support using the anticipated ARG top-up funds that the District will benefit from following the full dissemination of the current fund.

### **35 PREPARATIONS FOR MANAGING ANTICIPATED INCREASED VISITOR NUMBERS - SUMMER 2021**

The Chief Executive introduced this item. He said that it set out the consideration that the Council was giving to the management of larger numbers of visitors to the District during the summer of 2021. He outlined the key challenges, including an increased demand for holiday homes, car parking, improved road signage and the promotion of quieter areas of the District, to reduce pressure on the coastal towns. He then set out proposals for each of the main coastal towns to manage the anticipated rise in visitor numbers and to ensure that compliance with Covid regulations and guidance was maintained throughout.

The Chairman invited members to comment:

Cllr J Rest referred to the recommendation regarding the provision of a food court area in North Lodge park in Cromer. He asked whether the reference to local businesses meant existing businesses in the area to set up a satellite business or whether other traders who wouldn't normally trade in that way would be allowed to participate. He also asked whether they would have to be registered with NNDC. The Chief Executive replied that the opportunities would initially be offered to businesses that already had a presence in Cromer such as cafes and restaurants. Conversations were currently ongoing. He confirmed that they would be businesses registered with the Council in terms of food hygiene and commercial licences.

Cllr E Withington said that Sheringham would welcome the opportunity for a Park and Ride scheme in the town. She thanked the Chief Executive for the information and work that had been undertaken so far regarding preparations for the summer season.

Cllr G Hayman asked about the former playgroup building in North Lodge park and whether consideration was being given to it being brought into use over the summer. The Chief Executive replied that the Council's Estates team was currently looking at

options for the building.

Cllr N Pearce asked about car boot sites, saying that there may be an issue regarding additional traffic in relation to these. He also raised concerns regarding the new McDonalds restaurant in Cromer, saying that the traffic on the first day of trading had been exceptionally heavy. In addition litter from the site had begun to appear across the District. The Chief Executive replied that car boot sales had not been considered but this would be monitored together with outdoor markets. Regarding the new McDonalds, he said that the traffic on the first day had been exceptional and had eased off now. The littering situation was the subject of ongoing discussions with the operator.

Cllr S Penfold commented that there were lots of hidden gems across the District and he supported the proposals to promote them more.

### **AGREED**

To note the report and the actions listed.

### **36 SENIOR MANAGEMENT RESTRUCTURE**

Cllr J Rest, Chairman of the Employment & Appeals Committee, introduced this item. He explained that a Panel had been convened to support the process of the recruitment of the new Director of Place and Climate Change. This had been done in conjunction with SOLACE (Society of Local Authority Chief Executives). The Panel had met the previous week to undertake the final interviews in person. He said that he was pleased to confirm that the Panel had supported one candidate and a formal offer had been made to them. A response was still awaited and further details would be provided at a suitable time.

### **37 RECOMMENDATIONS FROM CABINET 15 MARCH AND 12 APRIL**

None.

### **38 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 21 APRIL 2021**

None.

### **39 QUESTIONS RECEIVED FROM MEMBERS**

None received.

### **40 OPPOSITION BUSINESS**

None received.

### **41 NOTICE(S) OF MOTION**

The Chairman said that two notices of motion had been received:

1. Environment Bill, proposed by Cllr N Lloyd and seconded by Cllr E Seward
2. Domestic Abuse, proposed by Cllr W Fredericks and seconded by Cllr

## E Withington

He invited Cllr Lloyd to introduce the first motion. Cllr Lloyd presented the motion as set out in the agenda:

*'Human activity has already resulted in climate change.*

*The impacts of rising temperatures are being felt around the world. Global temperatures have already increased by 1 degree Celsius from pre-industrial levels.*

*Limiting Global Warming to 1.5 degrees Celsius may still be possible with ambitious action from national and regional authorities, the private sector, and local communities.*

*Average World temperature records continue to be broken year on year with the previous 10 year period being the hottest on record (WMO). Despite this, green house gasses continue to rise.*

*North Norfolk, with its extended coastline, is particularly susceptible to the effects of climate change.*

*Councils have an important role to play in tackling climate change. They can act as leaders and role models for others to follow. NNDC is committed to reaching net zero carbon by 2030. This pledge will soon be evidenced in our Climate Change Charter, indeed reducing the Council's carbon footprint has been a priority since 2019.*

*NNDC have already taken action by committing to planting 110,000 trees by 2023, switching to a green energy supply, renewable energy projects, introducing EVCP's to North Norfolk and including ambitious green policies into our draft Local Plan. Our journey has only just begun.*

*Everyone, has a responsibility to reduce their impact on the environment - but we cannot be expected to solve the problem of climate change on our own. The Government has a huge role to play in restoring the quality of the air we breathe, nature, biodiversity and the natural environment.*

*The recently announced delay to the Environment Bill was therefore extremely disappointing. This Bill promised new powers to defend nature and biodiversity, protect our water supplies, reduce flooding potential, improve air quality, enhance waste and resource efficiency whilst improving recycling rates.*

### **Motion:**

*North Norfolk District Council calls for the Government to reintroduce the Environment Bill at its earliest opportunity.*

*The Bill will call for a new environmental relationship between local and national Government. Councils will take a greater responsibility to enforce many aspects of the Bill and will be obliged to formally adopt new environmental improvement roles at a local level. NNDC believe we are well placed to take a leading role in this new agenda and to deliver ambitious plans to protect our beautiful district for future generations. However, this will come at a cost. This Council therefore calls upon*

*Government to provide the support that will be required in terms of finance and legislative powers to ensure the Bill is implemented effectively.*

*NNDC will write to George Eustice MP to express our support for the Bill, urge him to reintroduce the Bill at his earliest opportunity whilst emphasising that adequate resources must be provided to local Councils.*

*Write to North Norfolk's two MP's seeking their support for the Environmental Bill and request them to take a leading role by championing its passage into law through Parliament.'*

Cllr Lloyd said that there were three Bills relating to environmental and green issues currently making their passage through Parliament. This motion related specifically to the Environment Bill. This had been introduced in October 2019 and was currently stalled, awaiting scheduling which was very disappointing. He outlined the aims of the Bill and set out the targets that it would introduce. He said that he was very supportive of the Bill and drew members' attention to the recommendations, urging them to support them.

Cllr Seward reserved his right to speak as seconder of the motion.

The Chairman opened the debate:

Cllr N Housden referred to paragraph six. He sought clarification on whether the reference to NNDC was to the Council in its own right or the whole District. Cllr Lloyd confirmed that it related to the Council specifically, adding that the commitment to achieving net zero carbon by 2030 was something that the Council could implement in its own offices and assets but this was not feasible to achieve district wide. Cllr Housden suggested that this should be clarified. He proposed the following amendment:

*'That NNDC was committed to reaching zero net carbon by 2030 in its own right'.* The Chairman asked the proposer and seconder of the motion whether they would accept the amendment. They agreed and it became part of the substantive motion.

Cllr C Cushing said that he did not feel that it was a good motion as the Government had already indicated that they intended to bring the Environment Bill forward soon. He said that there had been additional pressure placed on the Parliamentary timetable by the pandemic and Members were aware of this. Parliament had been informed that the Bill would come forwards early in the next parliamentary session and would become law by the Autumn. He then outlined all of the work that the Government had already undertaken regarding climate change and the environment. He said this clearly demonstrated their commitment to delivering the green agenda and members should be satisfied with the Government's record on environmental issues. Cllr Cushing concluded by reminding members that delivery of the Council's corporate plan had been delayed due to the impact of the pandemic. He said that if this was an acceptable reason for the Council then why was it not acceptable for the Government.

Cllr N Pearce said that what went on in Westminster served the whole nation not just the Council and this should be recognised. He said that the Government had worked very hard, despite the impact of the pandemic.

Cllr L Shires referred members to the penultimate paragraph which expressed

support for the Bill and she refuted that it was not a supportive motion.

Cllr J Toye agreed, saying that the Council was supportive of the Government and they wished to see the Bill moving forwards and work with them on delivering the actions arising from it.

Cllr E Seward then spoke as seconder of the Motion. He said that it clearly stated that the Council was supportive of the Bill and that it just expressed concerns that it was being deferred. If the Government was serious about this issue, then it should be prioritised. A programme of delivery was needed to get you there and the Bill enable this. One of the key issues was regarding powers to deal with flood protection and these were needed now. If the Government wanted to expedite the Bill's passage through Parliament, then they could.

It was proposed by Cllr N Lloyd, seconded by Cllr E Seward and

## **RESOLVED**

*That North Norfolk District Council calls for the Government to reintroduce the Environment Bill at its earliest opportunity.*

*The Bill will call for a new environmental relationship between local and national Government. Councils will take a greater responsibility to enforce many aspects of the Bill and will be obliged to formally adopt new environmental improvement roles at a local level. NNDC believe we are well placed to take a leading role in this new agenda and to deliver ambitious plans to protect our beautiful district for future generations. However, this will come at a cost. This Council therefore calls upon Government to provide the support that will be required in terms of finance and legislative powers to ensure the Bill is implemented effectively.*

*That NNDC will write to George Eustice MP to express our support for the Bill, urge him to reintroduce the Bill at his earliest opportunity whilst emphasising that adequate resources must be provided to local Councils.*

*To write to North Norfolk's two MP's seeking their support for the Environmental Bill and request them to take a leading role by championing its passage into law through Parliament.'*

Seven members abstained.

The Chairman then moved onto the second motion regarding domestic abuse, proposed by Cllr W Fredericks, seconded by E Withington. He invited Cllr Fredericks to introduce it:

Cllr Fredericks began by thanking Ms Hart for speaking at the start of the meeting and for highlighting the many forms that abuse could take. She outlined the motion as presented in the agenda:

*'Over the last year Norfolk Police have reported a 20% increase in Domestic Abuse. In Norfolk 1 in 4 women and 1 in 8 men have reported being the victim of Domestic Abuse. Nationally this is 1 in 3 Women. (Fig. Norfolk County Council). Norfolk Police have recorded a 20% increase in cases over the last year. This is an epidemic. With only a 5% positive outcome of the 54% of cases reaching*

*prosecution by the CPS. These are the cases we know about. There are many more hidden away.*

*Children are often witnesses and there are 692 children in Norfolk per day, are assessed as being at risk of DA.*

*This is now an incredibly urgent issue which needs all of our collective thinking on how to prevent acts of abuse, and find ways to support and enable survivors to flee from their situations and then ongoing support to continue to stay safe. Often the victim stays or returns because there is no support available.*

*The present system isn't coping with the numbers and we simply don't have the mechanism to help victims when they need it most. Survivors need help at the point of escape. Not to jump off a cliff with anyone to catch them. Recently I hid a family in a chalet and without the excellent work of our housing team, the next place would have been a caravan. Help is usually available in Greater Norwich, however is nothing or very little is here in North Norfolk.*

*We welcome the upcoming Domestic Abuse Bill from Parliament. We can put steps in place to implement legislation with the help of the following resolutions:*

#### *Resolutions*

*1) In May NNDC to establish a forum and invite the police, Norfolk County Council, our experienced officers, agencies and survivors, to work together to find opportunities to support where there are currently gaps in services. Also to pull together our current working partnerships.*

*Working with NNDC and Norfolk County Council, the forum will help develop an action plan to improve support, to those who are living with DA in particular to those who have or want to escape away from their situation.*

*2) All staff and members to be offered a short training course from Norfolk County Council which will raise awareness of DA and address the issues. We are a customer facing council and our officers doing brilliant work with our residents. I believe that this will increase our empathy and show those suffering that we are listening and we do care.*

*3) One DA Champion to be trained and be responsible for the following departments; Customer Services, Housing, Revenue and Benefits, Social Prescribing and Environmental Health.*

*As members we are responsible for representing the needs of all our residents, those living with Domestic Abuse are part of the hidden community. It is vital that we have the support network in place to enable them to come forward and empower them to live in safety.*

*Cllr Fredericks then drew members' attention to the very low rates of prosecution. In Norfolk alone there was over 600 children at risk of domestic abuse. She spoke of her personal experiences of responding to incidents of abuse within her community and her frustration at not being able to help more. Cllr Fredericks concluded by outlining the recommendations and urged members to support them.*



Cllr E Withington reserved her right to speak as seconder of the motion.

The Chairman opened the debate.

Cllr L Shires thanked Cllrs Fredericks and Withington for bringing the motion forward and Ms Hart for speaking. She said that there was evidence that progress was being made regarding gaining the trust of residents regarding domestic abuse and seeking support. Many victims left their homes with very little and then found there was extremely limited support available. There was no system in place to support the survivor and she welcomed the opportunity for all of the groups and individuals involved to work together. She thanked all of the people in the community who had previously helped in challenging situations and ensured that victims could remain in the communities to which they belonged.

Cllr J Toye reiterated the previous comments and said that it was real issue that needed to be addressed.

Cllr G Hayman agreed with the previous comments. He said that everyone knew someone who had been a victim of domestic abuse. He felt that this was a problem that sat with men and a long-term solution was needed in educating and socialising them.

Cllr P Heinrich said that it was important to recognise the sheer scale of the issue. The statistics bore this out. The lack of support was a problem and a solution must be found.

Cllr R Kershaw said that he had been very touched during the recent briefing on social prescribing. The impact on residents' lives was so positive and made a real difference. He requested a recorded vote.

The Chairman said that he wished to comment on the fact that it was not a gender-specific problem. He was personally aware of a case where the perpetrator had been female.

Cllr G Mancini-Boyle referred to the social prescribing team and said that this should be increased and this option should be explored too.

Cllr E Withington then spoke as the seconder of the motion. She said that domestic abuse was a hidden epidemic. Month on month it was one of the highest crimes reported – as demonstrated in the statistics. This had always been the case. She said that in the last 18 months she had personally supported 5 women to escape from domestic violence – ranging in age from 21 to 71. They have left with nothing and there was no mechanism in place to provide a safe refuge, keeping their children in school or even legal advice. It was crucial that the gaps in the system were identified so that appropriate support could be put in place. She urged the Council to play an important role and to support the motion.

A recorded vote was taken and it was unanimously

## **RESOLVED**

1) In May NNDC to establish a forum and invite the police, Norfolk County Council, our experienced officers, agencies and survivors, to work together to find

opportunities to support where there are currently gaps in services. Also to pull together our current working partnerships.

Working with NNDC and Norfolk County Council, the forum will help develop an action plan to improve support, to those who are living with DA in particular to those who have or want to escape away from their situation.

2) All staff and members to be offered a short training course from Norfolk County Council which will raise awareness of DA and address the issues. We are a customer facing council and our officers doing brilliant work with our residents. I believe that this will increase our empathy and show those suffering that we are listening and we do care.

3) One DA Champion to be trained and be responsible for the following departments; Customer Services, Housing, Revenue and Benefits, Social Prescribing and Environmental Health.

**42 EXCLUSION OF PRESS AND PUBLIC**

**43 PRIVATE BUSINESS**

The meeting ended at Time Not Specified.

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Chairman

**COUNCIL**  
**RECORDED VOTE FORM**

**Notice of Motion – Domestic Abuse**

**Date:** 28 April 2021

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	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N	X		
<del>Bevan-Jones, P</del>				Kershaw, R	X		
Birch, D	X			Lloyd, N	X		
Blathwayt, H	X			Mancini-Boyle, G	X		
Brown, A	X			<del>Millership, M</del>			
Bütikofer, P	X			Pearce, N	X		
<del>Bütikofer, S</del>				Penfold, S	X		
Cushing, C	X			Perry-Warnes, G	X		
Dixon, N	X			<del>Punchard, J</del>			
Fitch-Tillett, A	X			Rest, J	X		
Fisher, P				Seward, E	X		
FitzPatrick, T	X			Shires, L	X		
FitzPatrick, V	X			<del>Spagnola, E</del>			
Fredericks, W	X			Stenton, J	X		
Gay, V R	X			Stockton, C	X		
Grove-Jones, P	X			Toye, J	X		
Hayman, G	X			Varley, A	X		
Heinink, C	X			Withington, E	X		
Heinrich, P	X			Yiasimi, A	X		

recorded votes form

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## Declarations of Interest at Meetings

When declaring an interest at a meeting, Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. Affect yours, or your spouse / partner's financial position?
2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate to any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

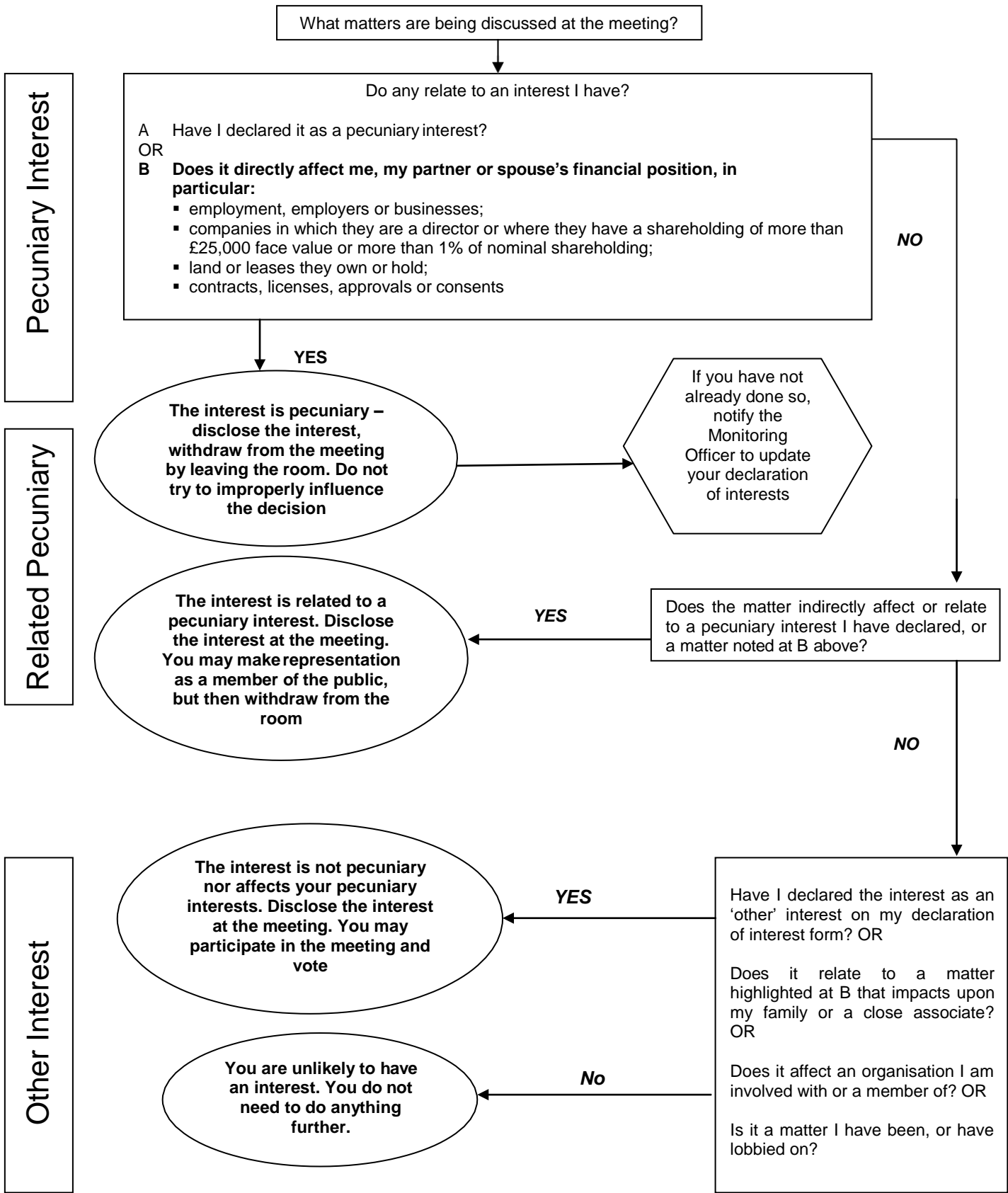
**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF**

**PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

**DEVELOPMENT COMMITTEE MEMBERS SHOULD ALSO REFER TO THE PLANNING PROTOCOL**

# Declarations of Interest at Meetings

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



## **REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS**

**Summary:** Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

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

**Recommendations:**

- 1. That Council approves the revised political balance calculation as per section 2.4 of this report**
- 2. That Council approves the allocation of seats to political groups as shown at Appendix A**
- 3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties & panels subsequent to the Annual Meeting of Council.**

Contact Officer(s), telephone number and email: Emma Denny, Democratic Services Manager, 01263 516010, <a href="mailto:emma.denny@north-norfolk.gov.uk">emma.denny@north-norfolk.gov.uk</a> ;
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### **1. Introduction**

1.1 Since the last review of the political balance of the Council in November 2020, 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 On 5<sup>th</sup> February 2021, a Conservative member of the Council stood down as a District Councillor. Then, on 3<sup>rd</sup> April a Liberal Democrat member stood

down. A by-election for both vacancies was held on 6<sup>th</sup> May 2021, resulting in two Conservative members being elected to the District Council. This has resulted in a change to the political balance of the Council. The Council composition is as follows: Liberal Democrats (27 members), Conservatives (9 members) Independent Group (4 members)

2.2 Section 15(1) of the Local Government & Housing Act 1989 requires the Council to review the representation of the different political groups on committees and sub-committees:

- at, or as soon as practicable after the Annual Meeting of the Council or,
- where notice is received of a change in the composition of political groups

2.3 The Head of Paid Service has a duty, whenever such a review takes place, to submit a report to the Council showing what the allocation of seats, in their opinion, best meet the requirements of the above Act.

2.4 Political Composition

The political composition of the Council is outlined below:  
(As there is one vacancy for the purposes of the political balance calculation they are not included in the table below – see section 2.6)

<b>Group</b>	<b>No. of members</b>	<b>%</b>
Liberal Democrat	27	67.5
Conservative	9	22.5
Independent	4	10
<b>Total</b>	<b>40</b>	<b>100%</b>

2.5 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.

2.6 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.

2.7 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 15<sup>th</sup> May 2019 that delegation should be given to the Group Leaders to make any changes required to appointments to committees, sub-committees, working parties and panels as long as they are in accordance with the political balance. Group Leaders will inform the Democratic Services Manager of any changes and Members will be informed via the Members' Bulletin. In addition, and to ensure they changes are recorded formally, an update will be provided to the 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.

### **3. Entitlement to Places**

- 3.1 The table at Appendix A shows those Committees that are required to be politically balanced. Generally, the approach taken has been to round up percentages where they are above 0.5% or close to 0.5
- 3.2 According to NNDC's Constitution, Chapter 5 section 6.2 'Working Parties shall in law be Committees of the Council' and consequently the political balance rules will also apply to working parties – unless they are Cabinet sub-committees. Cabinet sub-committees are not required to be politically balanced but it is the practice at NNDC that they are and for this reason they are included in the table (marked with an asterisk)
- 3.3 Previously, the Employment & Appeals Committee has not been included in the table as it was rarely convened prior to 2019 and appointed to as and when required. The terms of reference (as set out in the Constitution) state that it does not have to be politically balanced. Since 2019, it has been convened on several occasions and the Group Leaders have agreed that it should be politically balanced. It is therefore included in Appendix A, to reflect this and the fact that it is a committee that has met on several occasions in the last 18 months. Its inclusion brings the total number of committee places available to 99 (from 94). IT is recognised that Group Leaders may wish to appoint members to this committee 'as and when required', so there is no expectation that appointments are agreed at the AGM.
- 3.4 Overall the percentages have changed as follows:  
The Liberal Democrat Group now has 67.5% of committee seats which equates to 67 in total (67.5% of 99 = 66.86)
- The Conservative Group now has 22.5% of committee seats which equates to 22 in total (22.5% of 94 = 22.2)
- The Independent Group remains unchanged at 10% - 10 seats.
- 3.5 As Appendix 1 shows, the impact of the change falls on the smaller committees. When the last review was undertaken in 2020, the Liberal Democrat Group was entitled to 4 seats on the committees which had 5 seats. They chose to relinquish a seat on these committees to allow the Independent Group to sit on them. With the latest change in the balance, the Liberal Democrat allocation has been eroded and there is no obvious way to allocate the seats on these committees/working parties (highlighted on the

table). A suggested approach is included in the table, but the Group Leaders can negotiate the allocation between themselves. The only requirement is that the overall political balance of 67 seats (LD), 22 seats (Conservative) and 10 seats (Independent Group) should be reflected, unless agreement is reached to transfer additional seats to another group.

Members are therefore advised that the Conservative Group has agreed to allocate a seat on Joint Staff Consultative Committee to the Independent Group. This is reflected in the committee appointments (agenda item 13).

**4. Conclusion**

Council is asked to allocate seats and substitutes to political groups in accordance with the political balance rules.

**5. Implications and Risks**

In line with the relevant legislation, the Council must review the political balance and allocation of seats following the formation of a new political group. There is no alternative.

**6. Financial Implications and Risks**

There are no financial implications arising from this report.

**7. Sustainability**

There no sustainability issues arising from this report.

**8. Equality and Diversity**

An Equality Impact Assessment has not been completed because there are no service, policy or organisational changes being proposed.

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

There are no Crime and Disorder implications arising from this report.

		Liberal Democrat	Conservative		Independent		TOTAL	
Members		27	9		4		40	
Expressed as %		67.5%	22.5%		10%		100%	
Committee	No. of Seats Currently	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	
Licensing Committee	15	10.13	10	3.37	3	1.5	2	15
Development Committee	14	9.45	10	3.15	3	1.4	1	14
Overview & Scrutiny	12	8.1	8	2.7	3	1.2	1	12
Planning Policy & Built Heritage WP	12	8.1	8	2.7	3	1.2	1	12
Standards Committee	7	4.73	5	1.57	1	0.7	1	7
Governance, Risk & Audit Committee	6	4.05	4	1.35	1	0.6	1	6
Employment & Appeals Committee	5	3.38	3	1.12	1	0.5	1	5
*NN Sustainability Fund Grants Panel	7	4.73	5	1.57	1	0.7	1	7
*Member Development Group	6	4.05	4	1.35	1	0.6	1	6
Constitution Working Party	5	3.38	3	1.12	2	0.5	0	5
*Joint Staff Consultative Committee	5	3.38	3	1.12	2	0.5	0	5
* Council Tax Support Working Party	5	3.38	4	1.12	1	0.5	0	5
<b>TOTAL</b>	<b>99</b>	66.86	<b>67</b>	22.2	<b>22</b>	9.9	<b>10</b>	<b>99</b>

67.5% of 99 seats – 66.86 (67), 22.5% of 99 seats – 22.2 (22), 10% of 99 seats – 9.9 (10)

The allocation of seats on the working parties highlighted in the table above has been affected by the change in political balance. ***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.***

*\*Please note that all of the committees marked with an asterisk \* are Cabinet sub-committees and therefore they are not required to be politically balanced – however, it is the practice at NNDC that they are politically balanced.*

67.5% of 99 seats – 66.86 (67), 22.5% of 99 seats – 22.2 (22), 10% of 99 seats – 9.9 (10)

The allocation of seats on the working parties highlighted in the table above has been affected by the change in political balance. ***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.***

## APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

Summary: This report requires Members to make nominations and appointments to the Council's schedule of approved Outside Bodies for the 2021/22 civic year.

- Recommendations:
- 1. That the Outside Bodies list be amended in accordance with section 2, 3 and 4 of the report**
  - 2. That the Council appoints Members to the schedule of approved Outside Bodies for the 2021/22 civic year (Appendix A - to follow)**
  - 3. That Council approves the appointment recommended by the Overview & Scrutiny Committee to the Norfolk Health Overview & Scrutiny Committee (NHOSC) (Appendix C – to follow)**
  - 4. That Council receives the appointments made by the Executive to those outside bodies that fall to the Executive to appoint (Appendix B – to follow)**
  - 5. That a review of the Council's representation on outside bodies be undertaken later in the year, by Overview & Scrutiny Committee and Constitution Working Party.**

Cabinet member(s): All  
Wards affected All  
Contact Officer, Emma Denny, Democratic Services Team Leader  
telephone number 01263 516010,  
and e-mail: [emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk)

### 1. Introduction

To evaluate the status of the bodies on the list, Democratic Services sends an annual questionnaire to Members asking for their input on the following points:

- a) Confirmation that they were invited to meetings.
- b) The number of meetings convened and the number attended.
- c) The value contributed by the organisation to the quality of life in North Norfolk and to the Council's priorities.
- d) The best method for reporting on the work of the organisation.
- e) The reason for representing the Council on the organisation, that is, specific interest/knowledge or relevance to Ward.

A separate questionnaire is sent to the outside bodies requesting information on contact details, the role of the appointed representative, terms of reference and expected number of meetings.

All of the above information is collated and analysed and an assessment is made as to whether appointments should continue or whether a body should be removed from the list (Appendix D - electronic only)

## **2. Evaluation of results**

A good response has been received. Due to the pandemic, however, outside bodies have not been operating in the same way; some have been paused and some have held their meetings remotely. It is, therefore, proposed that a more thorough review be undertaken later this year to ensure that both the Council and the Body gains value from the appointment and that where the Council provides grant funding, this is reflected in the terms of reference and the status of the appointment.

The last full review of outside bodies was undertaken in 2012. Since then, several bodies have been added to the list and it is good practice to undertake a review every few years to ensure that all of the bodies that the Council appoints representatives to are relevant, engage well with the authority and have clear terms of reference that justify a formal appointment. As members can claim travel expenses for attending meetings of outside bodies, there is a financial implication of increasing or decreasing the number of appointments that are made.

The majority of Members considered that reporting on the work of outside bodies should be through the Member's Annual Reports when up and running; they could also be reported to Full Council or in the Members' Bulletin as appropriate. Democratic Services will actively encourage Members to report back on the meetings they have attended during 2021/22.

## **3. Additions to the list**

Representation on the following organisation has been approved in 2020 – 2021:

- Broadlands Future Initiative Elected Members' Forum

## **4. Bodies under review / change of status**

The following organisation is currently under review. It is recommended that an appointment(s) is made whilst Democratic Services awaits confirmation of their status:

- Citizens Advice Bureau Stakeholder Forum

## **5. Clarification**

Democratic Services will continue to undertake work to clarify the following:

- The remit of each outside body
- The role of the appointed representative(s)
- Whether a Portfolio Holder appointment is required

- Whether District Council funding is provided to the Outside Body

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