

## **CABINET MEMBERS REPORT TO COUNCIL**

**27 March 2024**

**COUNCILLOR ADAMS - CABINET MEMBER FOR STRATEGY, COUNTYWIDE WORKING AND EXTERNAL PARTNERSHIPS, PERFORMANCE, COMMUNICATIONS, HR AND LEGAL SERVICES**

For the period February to March 2024

### **1 Progress on Portfolio Matters.**

#### **Electoral Services**

- Planning is continuing for the Norfolk Police and Crime Commissioner Elections which are being held across the district on Thursday 2<sup>nd</sup> May 2024 with Polling station bookings now complete.
- We also have had a good response on staff availability and have made job offers to fill roles at each polling station and the Count. A person for each job at each polling station has been allocated, awaiting some replies.
- Request for postal vote opening staff is on our intranet.
- The count venue has been booked, Northrepps Village Hall on Friday 3<sup>rd</sup> May.
- The Electoral Services Team have now relocated to the Committee Room until after the election.

#### **Human Resources**

- The HR Team are currently working to update a number of key policies in line with legislation changes due to come into force this year.
- Training opportunities have included Equality and Diversity training for EH, Motivating to Improve Performance, in addition to a lunch and learn in relation to Neurodiversity in the Workplace and Resilience and Wellbeing Training.

#### **Communications**

- Outlook magazine was successfully distributed to 50,000 addresses in North Norfolk during w/c 11 March. We have received some pleasing positive feedback from a few members of the public – and two complaints of duplicate deliveries, which we are raising with distributors Letterbox to ensure these were isolated instances. It is worth noting that from a run of 50,000, two such complaints would represent better than normal/reasonable wastage from multiple complex delivery runs across the district.
- The team attended the successful opening of Black Swan Loke in North Walsham and our video/website/social media coverage was replicated by BBC Online and BBC Norfolk. Positive feedback has been received about

the event from North Walsham HAZ partners Historic England, who attended and were interviewed as part of our coverage.

### **Legal**

- **Information Requests**

- FOI request figures show that the Council's current performance at responding to requests within the statutory 20 working days is at 97%. This performance rate is in line with The Information Commissioner's Office guidance that Councils achieving 95% are good. The legal service continues to provide advice and assistance to the wider Council in order to assist in this area and support the corporate responsibilities.
- In addition to this ongoing advice and assistance, the legal service has provided training sessions on FOI and general information governance to all staff members who have a key role to play such as Information Asset Owners and Assistants. In April, there will be an e-learning module pushed out to all staff to complete learning on managing and keeping information safely and securely.

## **2 Forthcoming Activities and Developments.**

Nothing further to report.

## **3 Meetings attended**

### **Attended:**

- Funeral of Peter Moore
- Carbon Literacy Training

### **Meetings:**

- East of England LGA White Paper discussion
- Bacton Energy Hub Research Workshop/Discussion
- Norfolk Wildlife Trust
- Public Sector Leaders Board
- Second homes premium discussion with District Leaders
- Numerous other internal officer meetings

### **To occur:**

- DLUHC
- Member Waste Briefing
- North Norfolk MPs
- DCN Conference
- Centre for Governance and Scrutiny
- Norfolk Seaweed Ltd.