

CABINET MEMBERS REPORT TO COUNCIL

18 February 2025

COUNCILLOR TIM ADAMS - LEADER OF THE COUNCIL, PORTFOLIO HOLDER FOR STRATEGY, COUNTYWIDE WORKING AND EXTERNAL PARTNERSHIPS, PERFORMANCE, COMMUNICATIONS, HR & LEGAL SERVICES

For the period December 2025 to February 2026

1 Progress on Portfolio Matters.

Democratic Services

The team has been exceptionally busy in recent weeks as the committee cycle becomes increasingly tight ahead of budget setting at the February meeting of Full Council.

Governance, Risk & Audit Committee (GRAC) held an additional meeting on 12th February to consider the Draft Statement of Accounts 2024/25 and the 2024/25 External Audit of the Financial Statements. They also reviewed the Treasury Management Strategy ahead of Budget setting on 18th February at Full Council.

In addition to the cyclical meetings, the Overview & Scrutiny Committee held a special session on 28th January, focussing on mobile connectivity across the district.

A representative from the Mobile Network Operators (MNOs) was invited to answer questions from councillors and hear the concerns of residents and businesses owners who are impacted by poor connectivity. A map setting out the Council's assessment of mobile coverage was shared and it is hoped that the MNOs will reflect on the concern's raised. A recording of the meeting can be found here: [Overview and Scrutiny Jan 2026](#) and the agenda for the meeting can be accessed here: [Home | Agenda for Overview & Scrutiny Committee on Wednesday, 28th January, 2026, 9.30 am](#)

On 4th February several Members attended an interactive training session on holding quasi-judicial panel hearings. Members from the Licensing Committee and Standards Committee were there, along with officers from the Licensing team. It is hoped to provide a further session on Premises License hearings in the near future.

The updated Constitution is now published on the website: [Home | Constitution](#). Officers have had training on the revised scheme of delegation

and a series of FAQs on key sections of the Constitution will be published in the coming months.

Human Resources

The team are currently working to support both National Apprentice week (February) and International Women's Day events.

One officer within NNDC has been successful in securing a place on the DCN Staff Development Programme 2026, with the opening webinar taking place on Monday 23 February 2026.

Work is ongoing to update following the implementation of the Employment Rights Act 2025, the initial changes which will impact NNDC Policies and Procedures are listed below;

- **Paternity Leave and unpaid Parental Leave**
 - Paternity leave will become a 'day 1' right - currently service requirement of 26 weeks
 - Ordinary parental leave will become a 'day 1' right – currently a service requirement of 12 months
 - Restrictions on taking paternity leave at the end of a period of parental leave will be removed
- **Sick Pay**
 - Statutory sick pay will be paid from the first day of sickness – currently payable from day 4
 - The lower earnings limit (£125 per week) to allow eligibility for SSP will be removed
 - SSP will be paid at 80% of earnings or the current rate of SSP (£123.25 wef 06.04.2026)
- **Collective Redundancy Protective Award**
 - Protective award for failure to consult will double from 90 days to 180 days pay
- **Whistleblowing Protections – Sexual Harassment**
 - Sexual Harassment will become a 'qualifying disclosure' under whistleblowing law. This will provide protection from detriment and unfair dismissal
- **Gender Pay Gap and Menopause**
 - Action plans on the above will be voluntary from April 2026

Electoral Services

Further work on planning for the Norfolk County Council elections has been paused following the decision to postpone pending the outcome of the hearing later in February. Visits to several polling stations where there are new or alternative arrangements has continued should elections take place in these areas in the near future.

Postal Vote Renewal project has now concluded with the removal of 3040 postal votes from the initial 13700 that were contacted. All electors who have

had their postal votes removed have been written to with an application form, advising they will now need to make another postal vote application or attend their designated polling station which is highlighted on the letter.

Legal

- Legal support to Coastwise continuing and progressing matters.
- Continuation of legal support to securing debts owed to the Council.
- Legal support and advice to the LGR process.
- Continuing to support the wider council to fulfil its statutory responsibilities under Freedom of Information and Data Protection legislation.
- Performance for responding to statutory requests for information at or above 95%.

Communications

NNDC's public facing social media platforms continue to perform strongly, adding more followers and delivering impressive engagement. On facebook alone our postings have been viewed nearly 1.7m times (an increase of 18%), with 104k individual engagements (up 23%) and we added 495 net followers (an increase of 38%).

We collaborated with local journalist Richard Batson to create a bespoke video Q&A session for the Government's LGR consultation which has been viewed over 4000 times.

Significant work has been done to build on the reputation of North Norfolk as a collaborative film location, with support for a number of high-profile productions including the BBC's Strike drama, establishing NNDC as a reliable partner for this growing and influential sector.

Regular updates on the progress of work on Fakenham Leisure and Sports Hub, including a video profile of a much-beloved local swimming instructor who visited the site with Fakenham Mayor.

Ongoing coverage of the construction works at Holt Country Park which has delivered positive engagement with the project and some good numbers.

Supported Officers with communications on waste services; Coastwise and coastal management issues including Sheringham Prom, Mundesley pumping station; Happisburgh ramp and car park; homelessness and housing; planning enforcement action; Economic Growth in covering successful grant recipients by filming their projects.

Supported Overview & Scrutiny Committee and the Democratic Services team around Digital Connectivity one of this period's most engaged with issues.

Maintained progress on preparations for Cromer Pier 125 celebrations and coverage of the substructure works delivered by Property Services.

Responded to a substantial number of media enquiries from BBC, ITV, That's TV, EDP, Daily Mail, Telegraph, Sun, & I-paper with considerable positive coverage of NNDC activities.

Corporate Executive Assistants

- Providing ongoing, high-level administrative support to the Leadership Team and wider officer cohort, alongside coordinating and attending a wide range of internal and external meetings across diverse topics and priorities.
- Taking on key voluntary roles with the North Norfolk Players Panto, contributing time and effort outside of core responsibilities to help raise funds for local charities.
- Supporting the Chairman's Christmas programme, including Carols in the Foyer, Chairman's Drinks following the December Full Council, and a variety of external engagements and visits.
- Attending a London-based conference at the end of February, focused on networking with peers from across the country and engaging in relevant professional development opportunities.
- Assisting Officers, Councillors and MP's with resident enquiries and complaints, as well as coordinating meeting schedules and responding to queries in a timely and professional manner.
- Actvely engaging with LGR and the Pier 125 Gala event planning.

2 Forthcoming Activities and Developments.

Democratic Services

The Democratic Services team is starting preparations for the Local Government Reorganisation process, in anticipation of central government publishing its preferred unitary model. The team will be attending workshops and webinars hosted by the Association of Democratic Services Officers and we will be exploring training options for members to ensure that they are fully supported throughout the process.

With legislation coming into effect shortly regarding Planning Committees, we are anticipating having to support significant changes to the structure of our Development Committee and the associated decision-making processes. We will be working with the Planning Department to ensure that members are fully informed and supported throughout.

Legal

- Review of team plan.

- Review of all service area's Record of Processing Activities under GDPR.

3 Meetings attended

Meetings:

- Sheringham Sports Association
- Cabinet
- Business Planning
- Joint Staff Consultative Committee
- North Norfolk & Broadland and Fakenham MPs
- North Norfolk Railway
- Norfolk Rail Foundation
- Nationwide (Fakenham)
- Local Government East
- East Coast Motors Ltd

To Occur:

- Link (Access to Cash)
- Inspiring Business event – Letheringsett

Attended:

- Extraordinary Business Showcase (Norfolk Business Board)

Visits:

- Holt Country Park Eco Classroom and Fakenham Leisure Centre construction projects

Media:

- That's TV