

# King's Lynn Town Board – 25<sup>th</sup> October 2024

## Proposal on Frequency of Meetings

### **1. Background:**

- 1.1 The King's Lynn Town Board has been meeting regularly Monthly since inception with the exception of December and August.
- 1.2 Each meeting is managed and administered by Officers who review the format, prepare papers which are reviewed at an Officer King's Lynn Town Deal Programme Board prior to coming to each of those meetings as per governance for the Town Board.
- 1.3 At the September meeting a proposal was put forward to discuss reducing the number of 'formal' meetings to bi-monthly in order to allow for work and progress to take place to ensure meaningful updates, oversight and discussion can take place, with potential hybrid meetings and informal Board discussion being able to take place on the intervening month, if required.
- 1.4 This paper expands further on this proposal, and whilst the initial feedback from the Board was to wait until after the Board development session to consider this request, there is a need for capacity to be created so that resource can be focussed more on project delivery.
- 1.5 This proposal would also reduce the time and travel pressures that monthly meetings currently place on board members, potentially helping with recruitment to vacant positions.

### **2. Proposal:**

- 2.1 The proposal is to formally ask the Board to consider moving to a bi-monthly face to face meetings.
- 2.2 If there is any subsequent requirement for an urgent formal board meeting, this can be requested and set up using the online team's facility.
- 2.3 If agreed, Terms of Reference will be updated accordingly.

### **3. Reasons and Impact:**

- 3.1 By moving to bi-monthly the workload will reduce by 50% on the supporting teams servicing the meetings and allow more time for progress by project managers.
- 3.2 Freeing up resource will allow focus on delivery during this phase of the projects and enable more meaningful progress to be made to report to the Board.

3.3 Reduce travel time for Board members and potentially increase attendance / expand potential for new Board members (where not based locally).

**4. Ask of the Board / Decision:**

4.1 To agree the proposal as set out above (or with amendments).

**Oliver Judges** – Executive Director (Place) – BC of King’s Lynn and West Norfolk