

Borough Council of
**King's Lynn &
West Norfolk**



Environment and Community Panel

Agenda

Wednesday, 24th May, 2017
at 6.00 pm

in the

**Education Room
Town Hall
Saturday Market Place
King's Lynn**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
Fax: 01553 691663

Tuesday, 16 May 2017

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 24th May, 2017 at 6.00 pm** in the **Committee Suite, King's Court, Chapel Street, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. **Appointment of Chairman for 2017-2018**
2. **Appointment of Vice Chairman for 2017-2018**
3. **Apologies for absence**
To receive any apologies for absence.
4. **Minutes** (Pages 6 - 12)
To approve the minutes of the previous meeting.
5. **Declarations of interest**

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

6. Urgent Business

To consider any business which, by reason of special circumstances, the Chairman proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

7. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

8. Chairman's Correspondence

If any.

9. Sustainability Transformation Plan - This item has been Withdrawn

10. Alive Leisure Update (Verbal Report)

11. Lily Update (Pages 13 - 17)

12. Food Waste Bin Liners (To Follow)

13. Appointments to Outside Bodies (Pages 18 - 20)

14. Work Programme (Pages 21 - 22)

15. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **Tuesday 4th July 2017** at 6.00pm in the Education Room, Town Hall, Saturday Market Place, King's Lynn.

To:

Environment and Community Panel: Miss L Bambridge, A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, J Moriarty, C Sampson, T Smith, Mrs J Westrop, D Whitby, Mrs M Wilkinson and T Wing-Pentelow

Portfolio Holders:

Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

Councillor I Devereux – Portfolio Holder for Environment

Councillor A Lawrence – Portfolio Holder for Community

Officers:

Chris Bamfield – Executive Director

Barry Brandford – Waste and Recycling Manager

John Greenhalgh – Environmental Health Manager (Community Safety)

Ray Harding – Chief Executive

Emma Boore – Careline Community Service Manager

Karen Robson – Lily Co-ordinator

By Invitation:

Dr Ian Mack – CCG

Chris Humphris – CCG

Simon McKenna – Alive Leisure

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

**Minutes from the Meeting of the Environment and Community Panel held on
Wednesday, 15th March, 2017 at 6.00 pm in the Committee Suite, King's
Court, Chapel Street, King's Lynn**

PRESENT: Councillors C Sampson (Chairman)
Miss L Bambridge, A Bubb, Mrs S Fraser, G Hipperson, G McGuinness
(substitute for Mrs S Collop), J Moriarty, D Pope (substitute for Mrs C Bower),
T Smith, Mrs S Squire, A Tyler and Mrs J Westrop

Portfolio Holders

Councillor R Blunt - Portfolio Holder for Development
Councillor I Devereux - Portfolio Holder for Environment
Councillor B Long - Leader of the Council
Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and
Health

Officers:

Lorraine Gore – Executive Director
Ray Harding – Chief Executive
Honor Howell – Assistant Director
Robert Street – Group Accountant

EC81: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs C Bower
and Mrs S Collop.

EC82: **MINUTES**

RESOLVED: The Minutes from the previous meeting were agreed as a
correct record and signed by the Chairman.

EC83: **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC84: **URGENT BUSINESS**

There was none.

EC85: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

EC86: CHAIRMAN'S CORRESPONDENCE

There was none.

EC87: COUNCIL LOTTERY PROPOSALS

The Group Accountant provided the Panel with information on how a local lottery scheme could operate in West Norfolk. A copy of his presentation is attached. He provided detail on how the scheme could work and that it could cost £1 a ticket and people could enter online. The £1 ticket price would be distributed as set out in the report. 50% of the ticket price would go to a good cause and 10% to a general fund. Good causes would need to apply to join the scheme and the Council would be required to determine the criteria that they would need to meet to be eligible.

The Group Accountant drew attention to the report which set out the costs to set up the lottery and how it would be managed. He explained that it would take approximately six months' to set up.

The Panel's attention was drawn to the recommendations as set out in the report.

The Chairman thanked the Group Accountant and the Executive Director for the information and invited questions and comments from the Panel, as summarised below.

The Leader of the Council, Councillor Long informed the Panel that he had brought the proposals forward, following conversations with other Local Authorities. He reminded those present that finances were constrained and in the future it may be harder to support good causes through the Council's finances. He felt that the local lottery proposals would counteract the reductions in the Council's ability to help. He informed those present that King's Lynn previously had a local lottery, but this had ended when the National Lottery was introduced. He explained that not all small organisations would be able to get National Lottery funding as it was a very complex process. A local lottery could make funding easier to access for smaller organisations. The Leader of the Council accepted that some people did not agree with gambling, and if they wanted to support a local charity or organisation they could do so independently.

The Leader of the Council stated that he had met with lots of charities and local organisations and many of them would be in favour of the additional funding that the local lottery could potentially provide. He informed the Panel that the proposals for the local lottery scheme would be presented to Cabinet for consideration.

In response to a question from Councillor Pope, the Group Accountant agreed to check how many big winners there had been in other Local

Authority areas. Councillor Pope commented that the scheme would be good if local organisations would benefit and they could promote the lottery and invite people to support their charity or organisation. It was confirmed that the Council would determine the criteria for which organisations and charities would be eligible.

Councillor Smith asked for clarification on the breakeven cost and what safeguards would be in place to protect children. The Group Accountant explained that there would be a cost to the Council to set up the website and then the ticket price would go towards the prize fund, the charities and ongoing costs. The Council would also be required to obtain the necessary licences to operate. He explained that the lottery would be accessed online and a credit or debit card would be required.

Councillor Squire informed those present that she had spoken to colleagues in Portsmouth, which had a local lottery scheme. She had received positive feedback and explained that the individual charities promoted the lottery. She felt that the scheme was a good way for individuals to support their chosen charity and was better than using council tax payer's money for financial assistance schemes.

Councillor Westrop suggested that investigations take place on other service providers of local lottery schemes as she was aware of a local lottery scheme where 80% of the ticket price went to charity. She also hoped that the local lottery scheme would not preclude smaller organisations that did not have the time or capacity to promote the scheme. The Group Accountant explained that organisations could just submit a photo and paragraph of text to include on the website. Councillor Westrop referred to paragraph 3.3 of the report and asked that local branches of national organisations and charities be eligible to apply.

In response to a question from Councillor Moriarty, the Group Accountant explained that the Council could purchase a template website from the lottery management company. It was explained that discussions had taken place with some of the other Local Authorities who ran local lotteries and their feedback on the company used had been positive. At this stage information had not been sought on the Directors of the Company or their track record, but due diligence would be carried out at the required time. The Executive Director explained that the proposals had been brought to the Panel at an early stage to seek their views on the scheme before the detailed background work was carried out. If the Panel were broadly supportive of the idea, more information could be presented in the future for consideration.

In response to a question from the Vice Chairman, it was confirmed that the lottery was web based and there was no limit on the amount of charities which could join the scheme and benefit from the additional funding, as long as they met the criteria.

Councillor Fraser supported the proposals, but asked the Council to be mindful of the other local charities who already ran local lottery schemes.

Councillor Tyler commented that he was in favour of the principle of the scheme and he felt that there would be interest from local organisations and charities. He hoped that the lottery would be made accessible and commented that not all people had internet access and would there be other ways to enter such as in shops or scratch cards. The Executive Director explained that there would be administration costs involved to access the lottery in other ways, and this could be investigated by the Lottery Manager once appointed.

Councillor Moriarty referred to the recommendations as set out within the report and commented that these needed to be looked at. He felt that the principle was fine, but more information would need to be brought back to the Panel on the detail.

The Chief Executive explained that the purpose of the report was to get Councillors views on the principle of the scheme. If Members were broadly acceptable of the proposals, due diligence would be carried out and further information presented to the Panel in the future.

Councillor McGuinness commented that market testing would be required and investigations into other service providers to ensure that the Council and the charities involved would get the best deal possible. Councillor McGuinness raised concern that he did not want the scheme to replace the financial assistance scheme.

The Leader of the Council explained that it was not the intention to end the financial assistance scheme, however, consideration needed to be given to diminishing budgets. He explained that the lottery provided an additional opportunity for local organisations and charities to fundraise.

Councillor Bubb asked for information on how much it would cost for the Council to administer the lottery themselves. The Group Accountant explained that he was aware of another Local Authority who had set up a lottery independently and it had cost over £80,000.

In response to a question regarding insurance backing and the prize fund, it was confirmed that 20% of the ticket price went to the prize fund and if prizes were not won, they would build up in the prize fund. The Insurance Premium was included in the 17% which went to the Management Company.

The Panel discussed the criteria for the charities and it was suggested that this be brought back to the Panel at a future meeting for further consideration. Councillor Westrop explained that consideration would need to be given to the type of charities which would be eligible as their governance was all different.

RESOLVED: That the Environment and Community Panel request that Cabinet:

1. Consider in principle that a Local Lottery be set up, with further information to be provided to the Environment and Community Panel as appropriate.
2. Investigate options for the setting up and management of the scheme.
3. Further information on the criteria to be presented to the Panel for consideration.

EC88: **UPDATE FROM REPRESENTATIVES ON OUTSIDE BODIES**

Representatives from the Outside Bodies were invited to present their report and respond to questions as set out below:

EC89: **COLLEGE/COUNCIL LIAISON BOARD**

Councillor Smith explained that the College/Council Liaison Board would be holding their next meeting next week. He therefore asked if he could defer his update to a future meeting.

RESOLVED: That the update be added to the agenda for the next meeting.

EC90: **KING'S LYNN AND WEST NORFOLK AREA MUSEUMS COMMITTEE**

Councillor Tyler explained that he felt the meetings were really useful and usually consisted of the following:

- Scrutinising Proposals
- Reports from the Museums
- Staff concerns
- Attendance figures
- Opening hours and charges

The Panel was informed that people could now purchase joint tickets which were valid for the Customs House, Stories of Lynn and Lynn Museum.

The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds informed those present that the Area Museums Committee had originally been established to scrutinise the Service Level Agreement with Norfolk Museums Service. She explained that the Committee received various reports and updates from museums around the Borough and received an annual report on Tourism. She felt that the Partnership arrangements worked really well and the Norfolk Museums Service worked with all Local Authorities in Norfolk.

The Vice Chairman, Councillor Bambridge commented that she was pleased to see that Lynn Museum and Stories of Lynn were currently opening on a Sunday. The Portfolio Holder for Culture, Heritage and Health explained that this was because of the Heritage Lottery Fund Activity Plan.

EC91: **NORFOLK COUNTYWIDE COMMUNITY SAFETY PARTNERSHIP SCRUTINY SUB PANEL**

Councillor Mrs Westrop provided the update. She explained that the Panel were carrying out interesting work as set out in her report. She explained that they were focussing on Prevent and the County Lines Strategy.

Councillor Mrs Westrop suggested that it would be beneficial for Members to receive a briefing on Prevent and she requested that this be added to the Panel's Work Programme.

EC92: **NORFOLK HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

Members attention was drawn to the report as included in the agenda. Councillor Smith, who was the substitute Member on the Committee informed the Panel that he would attend a future meeting with Councillor Young.

Councillor McGuinness asked if the Committee had been involved in the Sustainability Transformation Plan. The Chief Executive informed the Panel that he had a structure chart of all the bodies involved in the Sustainability Transformation Plan and agreed to circulate this to the Panel.

The Panel was reminded that they would continue to be kept up to date and representatives from the Clinical Commissioning Group would be coming back to the Panel on 24th May 2017 to provide a further update. It was suggested that a pre-council briefing be arranged so that all Members could be updated.

EC93: **WEST NORFOLK COMMUNITY TRANSPORT PROJECT**

Councillor Fraser presented her report. She explained that a new General Manager would be in post shortly. West Norfolk Community Transport had recently changed their branding and vehicle livery and Councillor Fraser felt that this had been an improvement and appeared more user friendly.

The Portfolio Holder for Culture, Heritage and Health explained that dial-a-bus and West Norfolk Community Transport had a very good reputation and was available for people who could not use public

transport. She explained that West Norfolk Community Transport had their own bus stop outside St James Multi Storey Car Park which made access to Shop Mobility easy.

EC94: **WEST NORFOLK DISABILITY FORUM**

Councillor Bubb presented his report. He explained that he was frustrated as he felt that the suggestions of the Forum were often not acted upon. He felt that the future operation of the Forum needed to be investigated.

The Chairman, Councillor Sampson informed the Panel that suggestions made by the Forum regarding the Railway Station had been acted upon.

Members discussed the operation of the West Norfolk Disability Forum and suggestions on how it could operate in the future. It was suggested that an Informal Working Group be established to look at the future of the Forum.

RESOLVED: (i) That an Informal Working Group be established to review the operation of the West Norfolk Disability Forum.

(ii) The following Members to sit on the Working Group:

Councillor Bubb
Councillor Fraser
Councillor Squire
Councillor Westrop

(iii) That the Informal Working Group report back to the Environment and Community Panel at their meeting on 4th July 2017

EC95: **ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2016-2017 & 2017-2018**

Members of the Panel were reminded that an eform was available on the intranet which could be completed and submitted if Members had items which they would like to be considered for addition to the Work Programme.

RESOLVED: The Work Programme was noted.

EC96: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on **Wednesday 26th April 2017 at 6.00pm** in the Education Room, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 8.00 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	24/05/2017		
TITLE:	LILY		
TYPE OF REPORT:	Update		
PORTFOLIO(S):	Councillor Lawrence		
REPORT AUTHOR:	Emma Boore and Karen Robson		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE**PURPOSE OF REPORT/SUMMARY:**

The purpose of this report is to update the panel on the progress of the Ask LILY project.

The aims of the project are:

- To delay and reduce the need for health and social care
- To provide advice and information in a variety of formats to ensure it is accessible to all
- To encourage partnership working between statutory and voluntary sectors
- To provide low level adaptations to support those living at home with dementia
- To further develop the Ask LILY website and the partner referral system

The main areas of the Ask LILY project are:

- Recruit a LILY Coordinator (27/06/2016 to 26/12/2017).
- Recruit five LILY provider organisations and train 15 LILY Advisors to deliver community events and home visits (commenced September 2016)
- To deliver Dementia Friendly Home Assessments for those experiencing memory issues (commencement date February 2016).

The project is overseen by the LILY board which consist of representatives from:

- West Norfolk Older Persons Forum (Chair)
- Norfolk County Council/West Norfolk Clinical Commissioning Group
- Borough Council of King's Lynn and West Norfolk
- Queen Elizabeth Hospital
- Community Action Norfolk

The delivery of the Ask LILY initiative is supported by the wider LILY Project Group which meets bi-monthly.

The total budget for delivery of the Ask LILY Project is £314,000.

KEY ISSUES:

Project is currently funded until September 2017. Due to the delayed start of the project we have requested an extension on the Strong and Well funding until March 2018.



LIVING
INDEPENDENTLY IN
LATER
YEARS

Ask LILY Update Report as at 31/03/2017

Introduction

Ask LILY started as an online directory of services, organisations and social activities for people aged over sixty-five years in West Norfolk, with a telephone helpline directed to our Customer Information Centre (CIC). It was created with funding from West Norfolk Clinical Commissioning Group (WNCCG) and the annual cost of the website hosting is funded by us.

In May 2014 Norfolk County Council (NCC) announced the availability of Strong and Well funding in each district. After a series of partnership engagement events and submissions a proposal was agreed in February 2016; the basis of which is within the summary report.

After a challenging start the Ask LILY Project has moved on significantly over the last six months; with the recruitment of Karen Robson as the LILY Coordinator being pivotal to the acceleration of actions towards project aims. To enable the project to succeed we have:

- Updated our Ask LILY branding and marketing materials to target those aged over fifty years; including leaflets, roller banners, pens, notepads and t-shirts.
- We have an advertising plan in place which includes LILY adverts in parish magazines, village newsletters, Corn Exchange brochures and on the Sainsbury's digital display board.
- Finalised agreements with Community Action Norfolk and local partners putting in place a LILY Advisor Model document, Grant Conditions and a LILY Advisor Provider Quality Check.
- Developed online processes to enable referrals, appointment scheduling, monitoring and event management.
- We have created and published a Wellbeing Tool on the Ask LILY website.
- We have recruited a temporary LILY Assistant to check, validate and update entries on the website.
- Based on feedback from partners we have instructed Open Objects to develop a secure LILY partners web area
- We have trained CIC staff and Jo Hillard has produced an online monitoring form for them to complete.
- We have worked with the Communications team to produce press releases and have requested social media.
- We have recruited five local voluntary organisations who have provided LILY Advisors; West Norfolk Mind, West Norfolk Befriending, West Norfolk Carers, West Norfolk Deaf Association and Family Action Swaffham.

- We provided mobile IT (iPads); three per organisation, which have been programmed and managed by Adam Whittle.
- We have amended the Ask LILY information on the council website

LILY Advisors

There are now thirty-five LILY Advisors (Strong and Well minimum target – fifteen). We are pleased to have representation from various local voluntary organisations that bring a wealth of knowledge and experience in dealing with older and vulnerable people.

LILY Advisors activity is increasing sharply. Some of the organisations will exceed the maximum numbers of events over the coming months. LILY Advisors are regularly attending GP surgeries, hospitals, leisure centres, libraries and giving talks to older peoples groups.

LILY Advisors are completing home visits and one to one sessions with clients as requested by Karen.

164 events are booked into the diary over the next three months and it is estimated that over 5,000 people have been reached so far.

Regular meetings are now being set up with LILY Advisors, LILY Coordinator and Community Action Norfolk.

Online Directory

The ask LILY online directory is being continually reviewed, updated and increased to ensure all entries are relevant and up to date.

Sections of the directory are being rewritten to ensure they are in 'Plain English' and an easy to read format.

There are 1,612 valid entries on the directory; an increase of over 500.

There is now a usable 'What's on' calendar on the directory detailing social activities.

Traffic to the Ask LILY online directory has almost doubled.

Dementia Friendly Home Assessments

Funding has been used to provide low level adaptations and equipment to people with memory difficulties. A one day training session with Home Improvement Agency and other external colleagues took place with the University of East Anglia. Based on the University's recommendations a list of works has been created which includes:

- Signage
- Coloured grab rails

- Coloured toilet seats
- Memory clocks
- Reminder boards

LILY Statistics

	Total from 01/09/2016 to 28/02/2017	March 2017	Total	Strong and Well Maximum Target (10 per week)
Customer Information Centre telephone calls	76	55	131	
Online enquiries	58	7	65	
LILY Coordinator One to ones	63	18	81	
LILY Advisor One to ones	87	75	162	260
LILY Coordinator community events	37	4	41	
LILY Advisor community events	67	33	100	260
Marketing and publicity events	23	0	23	
Organisations contacted	230	48	278	
Number of onward referrals	262	100	362	
Numbers of staff and volunteers receiving training	250	47	297	
Dementia Friendly Home Assessments (Since project commencement)	119	4	123	250

Funding

							financial report as at 10.04.2017 (processed)	Total capital expenditure	Total capital Remaining	Total revenue expenditure	Total Revenue Remaining
	Lily + INDICATIVE BUDGET	WN (Cap)	WN (rev)	S & W (cap)	S & W (Rev)	Sub total					
		£44,500	£55,500	£107,000	£107,000						
STAFF	Lily Co-ordinator		£54,000				24,806				
			£54,000			£54,000	24,806			24,806	£29,194
	VOLUNTARY SECTOR grant allocation				£100,000		31,814.83				
					£100,000	£100,000	31,814.83			31,814.83	£68,185.17
WEBSITE	Client and advisor log in			£21,250			£3,600				
	Improved navigation (inc ext links)			£18,000							
	Enhanced Features (inc Whats On)										
				£39,250		£39,250	£3,600	£3,600	£35,650		
	NCAN referral system	£500		£8,000			5830				
		£500		£8,000		£8,500	5830	5830	£2,670		
MARKETING	Materials				£1,500		1,403.24			1,403.24	£96.76
	Advertising	£500		£1,250			1,757.29	1,757.29	-£7.29		
	Materials inc (pop ups)			£1,500			1,433.91	1,433.91	£66.09		
		£500		£2,750	£1,500	£4,750	4,594.44				
TRAINING	E-learning	£1,000		£3,000							
	Direct training sessions and support	£500		£4,000			3,700				
		£1,500		£7,000		£8,500	3,700	3,700	£4,800		
IT	Mobile (inc Wi-Fi, program & support)		£500		£5,500						£6,000
	Telephony		£1,000								£1,000
	Equipment	£12,000					5983.25	5983.25	£6,017		
		£12,000	£1,500		£5,500	£19,000	5983.25				
	HOME ASSESSMENTS	£25,000		£50,000			£27,000				
		£25,000		£50,000		£75,000	£27,000	£27,000	£48,000		
	Contingency	£5,000							£5,000		
		£44,500	£55,500	£107,000	£107,000	£314,000		£49,304.45	£102,195.55	58,024.29	£104,475.71

Ongoing Developments and Opportunities

- **Sustainability and Transformation Plan**
 - The Ask LILY delivery model was discussed at the voluntary sector engagement event.
- **The Better Care Fund/ Disabled Facilities Grant Improvement Plan**
 - Ask LILY features as a key element in supporting hospital discharge and reducing hospital admission, as agreed with WNCCG and NCC
- **Social Prescribing**
 - The Ask LILY initiative is one of the models being discussed as part of the proposed West Norfolk Social Prescribing Pilot.
- **Swaffham Provider Partnership**
 - This is a pilot project funded by NCC and Ask LILY will be used as the main source of data and as a hosting platform.
- **Great Yarmouth and Waveney Clinical Commissioning Group (GYWCCG)**
 - We have received an enquiry from GYWCCG regarding the Ask LILY model.
- **Information Sessions with Health and Social Care Partners**
 - The rehabilitation team, ward managers, Macmillan unit, Stroke Team and Day Surgery Unit at the hospital
 - Social Services and Swift and Night Owls team meetings
 - Public Health
 - Pharmacy forums
- **Training**
 - An average of fifty internal and external colleagues per month are receiving training
- **Identifying Gaps in Service Provision**
 - The Ask LILY Project assists the WNCCG to identify gaps in service provision.

Next Steps

Now the Ask LILY delivery model is established, all feedback from project partners, clients and external organisations is extremely positive. We have agreed to extend the Ask LILY website annual hosting and support until October 2018, at £11,025 per annum.

- Extend the contract of the LILY Coordinator to at least March 2018
- Source funding to continue to deliver the project via the existing model
- To consider other options and prepare costings should external funding not be secured.

POLICY REVIEW & DEVELOPMENT REPORT

Type of Report (Review/Consultation/Monitoring): Consultation	Portfolio(s): Environment & Community
Author Name: Rebecca Parker	Consultations:
Tel: 01553-616632	
Email: rebecca.parker@west-norfolk.gov.uk	
OPEN	

Panel: Environment and Community Panel
Date: 24 May 2017
Subject: Nominations to Outside Bodies and Partnerships

Summary

The Panel is invited to nominate representatives to participate in the outside bodies and partnerships which fall within the Environment and Community Panel's remit as listed within the report.

Recommendations

- (1) That nominations be made by the Panel.
- (2) That the reporting arrangements be noted, as shown in the report.
- (3) That Council be requested to approve the nominations made by the Panel at their meeting on 15th June 2017.

1.0 BACKGROUND

1.1 The Cabinet at its meeting on 23 May 2017 will confirm a number of Cabinet appointments to outside bodies and partnerships. Further appointments are made by the Council in the following categories:

- Scrutiny and regulatory roles
- Parish level representation, parished and unparished areas
- General appointments

2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

2.1 The Council's insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
- b) The insured is legally entitled to approve the service or participation and to indemnify the employee or member in respect of it.
- c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.

2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual “Related Party Transactions form”, with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

3.1 The Environment and Community Panel should be able to request reports from Councillors serving on outside bodies which fall within their remit. By programming the reports over the Panel’s annual timetable of meetings, it would be possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 This Panel is invited to nominate representative(s) to participate in the outside bodies and partnerships listed below which fall within the Panel’s remit. For information, details of the representatives for 2016/2017 are listed below.

- **Borough Council/College of West Anglia Liaison Board – 1 representative**
 Frequency of meetings: once every six months.
 Venue: Alternates between the College and the Council
 2016/2017 representative: Councillor T Smith
- **King’s Lynn and West Norfolk Area Museums Committee – 3 representatives**
 Frequency of meetings: Quarterly
 Venue: Alternates between Council Offices and King’s Lynn Museum.
 Time: Usually 2.15pm
 2016/2017 representatives: Councillors T Smith, T Wing-Pentelow and Mrs A Wright.
- **Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – 1 representative & substitute**
 Frequency of meetings: quarterly – usually on a Monday
 Venue: Norfolk County Council

Time: 9.30am

2016/2017 representatives: Councillor Westrop, and 1 vacancy for substitute Member.

- **Norfolk Health Overview and Scrutiny Committee – 1 representative & substitute**

Frequency of meetings: Monthly

Venue: Norfolk County Council

Time: 10.00am

2016/2017 representatives: Councillors Mrs S Young and T Smith (substitute)

- **West Norfolk Community Transport Project – 1 representative**

Frequency of meetings: Quarterly – usually on a Monday

Venue: North Lynn

Time: 5.30pm

2016/2017 representative: Councillor Mrs S Fraser

- **West Norfolk Disability Forum – 5 representatives**

Frequency of meetings: Three times per year.

Venue: Council Offices

Time: 2.30pm

2016/2017 representatives: Councillors T Bubb, Mrs S Fraser, S Squire, A Tyler and Baron Chenery of Horsburgh.

5.0 FINANCIAL IMPLICATIONS

5.1 Mileage and subsistence allowances for Councillor attending meetings.

6.0 ACCESS TO INFORMATION

6.1 Current lists of member representation
ACSeS report on liabilities of Outside Bodies

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2017/2018

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
24th May 2017, 4.00pm - Tour of the Crematorium prior to the Environment and Community Panel Meeting				
24 th May 2017	Sustainability Transformation Plan	Update	Chris Humphris and Dr Mack from the CCG	To be engaged in the STP consultation process.
24 th May 2017	Alive Leisure Update	Update	Alive Leisure	
24 th May 2017	Lily	Update	John Greenhalgh, Emma Boore, Karen Robson	
24 th May 2017	Food Waste Bin Liners	Consultation	Barry Brandford	
24 th May 2017	Appointments to Outside Bodies	Consultation	Rebecca Parker	To nominate representatives to serve on Scrutiny Outside Bodies for 2017/2018.
4 th July 2017	Homelessness Review	Review	Sheila Farley	
4 th July 2017	Advice Services	Update	Lorraine Gore and Sarah Dennis	Last update received in January 2017 and the Panel agreed to receive six monthly updates.
4 th July 2017	Report from the Informal Working Group – West Norfolk Disability Forum	Policy	Informal Working Group	Report from the Informal Working Group on the future operation of the West Norfolk Disability

				Forum.
5 th September 2017	West Norfolk Strategy Group	Information	Becky Box	Information on the West Norfolk Strategy Group as requested by the Panel
10 th October 2017	Prevent	Information	John Greenhalgh	As requested at the Panel meeting in March
14 th November 2017	Alive Leisure Update	Update	Alive Leisure	
4 th January 2018				
13 th February 2018				
27 th March 2018				