1. **HRA Payments Fund** (Pages 2 - 8)

**REPORT TO CABINET**

| | | | | | |
|---|---|---|---|---|---|
| **Open** | | Would any decisions proposed :<br><br>Be entirely within Cabinet's powers to decide YES<br>Need to be recommendations to Council NO<br><br>Is it a Key Decision NO | | | |
| **Any especially affected Wards** | Discretionary | | | | |
| Lead Member: Cllr Ian Devereux<br>E-mail: cllr.ian.devereux@west-norfolk.gov.uk | | Other Cabinet Members consulted: Cllr Brian Long<br>Other Members consulted: | | | |
| Lead Officer: Alan Gomm<br>E-mail: alan.gomm@west-norfolk.gov.uk<br>Direct Dial: 01553 616237 | | Other Officers consulted: Tony Hague | | | |
| Financial Implications YES | Policy/Personnel Implications NO | Statutory Implications NO | Equal Impact Assessment NO<br>If YES: Pre-screening/ Full Assessment | Risk Management Implications NO | |
| Date meeting advertised: 26 June 2017 | | Date of meeting decision to be taken: 30 June 2017 | | | |
| Deadline for Call-In: 7 July 2017 | | | | | |

# ADMINISTRATION OF HRA MONITORING & MITIGATION PAYMENTS FUND


**Summary**

The Council's Habitats Regulations Assessment (HRA) Monitoring and Mitigation Payments Fund needs to have a delivery mechanism for administering and making grant payments from it. A proposal from the Norfolk Coast Partnership (NCP) to do this was received and considered at the 28 April Panel Meeting. The Panel was supportive of the NCP approach.

**Recommendation**

**Appoint the Norfolk Coast Partnership to administer the HRA Monitoring and Mitigation Payments Fund.**

**Reason for Decision**

To facilitate the smooth administration of the HRA Monitoring and Mitigation Payments Fund.


## Background

In line with the HRA Monitoring and Mitigation Strategy, the Borough Council started, in April 2016, to operate a fund which aims to deliver projects to mitigate impacts on designated sites (SPAs, SACs, RAMSARs) caused, or increased, by new development.

A levy of £50/dwelling is being applied as part of the planning application process. The BCKLWN HRA Monitoring and Mitigation and GI Coordination Panel (HMMGCP) has responsibility for the fund and intends to assign funding to individual projects. The fund now stands at some £30,315 (April 2017).

The Council is looking for a delivery mechanism for administration of the fund.

Following initial discussions with Council officers the Norfolk Coast Partnership has applied to take on this fund administration role, working on behalf of the Council and reporting to the HMMGCP.

The proposal (Appendix 1) was considered at the meeting of the HMMGCP on 28 April 2017. The HMMGCP was supportive of the proposal.

**Options Considered**

Borough Council Officers to carry out this function – Borough Council Officers don't have the same level of expertise in these matters as the NCP can offer combined with their experience of operating the Sustainable Development Fund.

Norfolk County Council to carry out this function on behalf of the Borough Council - David White, the NCC GI Manager is supported of the NCP running the fund. When asked if his team had any interest in running it he said that he'd much rather NCP took on the role as his team focusses more on strategy rather than local implementation.

Other providers to carry out this function on behalf of the Borough Council - Other providers are likely to charge more for running the fund than the NCP and would lack the local connections that the NCP have at their disposal.

**Policy Implications**

None.

**Financial Implications**

Procurement have confirmed that there are no issues with the approach suggested.

**Personnel Implications**

None.

**Statutory Considerations**

None.

**Equality Impact Assessment (EIA)**

(Pre screening report template attached)

## Risk Management Implications

None.

## Declarations of Interest / Dispensations Granted

None.

## Background Papers

**Appendix 1 Proposal for administration of the HMMGCP mitigation fund**

**Summary of the proposal**

In line with their Monitoring and Mitigation Strategy, the Borough Council of King's Lynn and West Norfolk (BCKLWN) has started to operate a new fund which aims to deliver projects to mitigate impacts on designated sites (SPAs, SACs, RAMSARs) caused, or increased, by new development.

A levy of £50/dwelling is being applied as part of the planning application process. The BCKLWN HRA Monitoring and Mitigation and GI Coordination Panel (HMMGCP) has responsibility for the fund and intends to assign funding to individual projects.

BCKLWN is looking for a delivery mechanism for administration of the fund.

**The Norfolk Coast Partnership* would like to apply to take on this fund administration role, working on behalf of BCKLWN and reporting to the HMMGCP.**

**What the Norfolk Coast Partnership offers**

- BCKLWN is our partner, already working closely together on a range of issues and projects.
- The ethos and objectives of the fund are a good match with our own organisational objectives.
- We have a long standing history of collaboration and partnership working, trusted by partner organisations to operate in a balanced and impartial manner.
- We operate a similar fund, our Sustainable Development Fund, with a long-standing simple, stable and robust framework for effective fund administration, project management and audit. Over its 12 years, we have given out over £444k to projects with a total value of over £1.45 million.
- Though coast focused, we have a history of project delivery beyond the AONB boundaries.
- We have positive relationships with site managers, adjacent LA's and conservation bodies across Norfolk, with the opportunity to develop a cross-boundary approach.
- We are impartial and would ensure transparency in decision making.
- Team members' skill sets include project management, procurement, fund management, planning, communications, administration, specialist conservation advice, etc.
- We deliver value for money. We would operate the fund on a costs only/non-profit-making basis. As the fund helps to deliver some NCP objectives, we would offer a percentage of our staff time as a contribution, paid from our core funding.
- We have a good level of understanding of issues, where work needs to be directed and which projects would deliver best results.
- We have the expert resource already in place.
- We are centrally located so meetings, site visits and partners would be easily and efficiently managed.

**How the process would work**

We would aim to operate a simple yet robust process. We would adapt our Sustainable Development Fund process to suit the HMMGCP fund requirements. This would include calls for projects, filtering, facilitating applications, assessing proposals, advising the HMMGCP, implementing HMMGCP decisions, organising delivery agreements, monitoring and reporting on progress, managing a claims process, advising applicants on any technical issues, assessing results, audit and generating good PR.

**Cost estimate**

At this stage, based on historic data from our SDF, we would anticipate that the annual administration cost to BCKLWN for the fund, with NCP delivering on a cost only/non-profit-making basis and already taking into account our own contribution, would be approx. 10% of the total amount available to projects. We suggest that the first 12 months should include an additional amount to cover set-up costs, resulting in a cost of 12%. We would be happy to discuss this proposal further with the HMMGCP and BCKLWN officers.

* The Norfolk Coast Partnership (NCP) exists to conserve and enhance the natural beauty of the nationally-designated Norfolk Coast Area of Outstanding Natural Beauty (AONB), to facilitate and enhance the public enjoyment, understanding and appreciation of the area and to provide sustainable forms of social and economic development that in themselves conserve and enhance the area's natural beauty.

The NCP is formed of organisations with interests in the landscape of the area (including the relevant local authorities, the National Trust, the National Farmers Union, the RSPB, etc.). A small staff team co-ordinates the work of the Partnership, undertakes fundraising from external sources and delivers projects. We receive core funding from 5 partner organisations: Defra, Norfolk County Council, the Borough Council of King's Lynn and West Norfolk, North Norfolk District Council and Great Yarmouth Borough Council.

# Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn &
West Norfolk

| | |
|---|---|
| Name of policy/service/function | Administration of HRA Monitoring & Mitigation Payments Fund |
| Is this a new or existing policy/ service/function? | New |
| Brief summary/description of the main aims of the policy/service/function being screened.<br><br>Please state if this policy/service rigidly constrained by statutory obligations | To provide mitigation for the effects of development on European protected sites.<br><br>HRA is a statutory process; our mitigation payments are a locally agreed, discretionary response to the issue. |

| **Question** | **Answer** | | | | |
|---|---|---|---|---|---|
| **1**. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups **according to their different protected characteristic**, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?<br><br>Please tick the relevant box for each group.<br><br>NB. Equality neutral means no negative impact on any group. | | Positive | Negative | Neutral | Unsure |
| | Age | | | x | |
| | Disability | | | x | |
| | Gender | | | x | |
| | Gender Re-assignment | | | x | |
| | Marriage/civil partnership | | | x | |
| | Pregnancy & maternity | | | x | |
| | Race | | | x | |
| | Religion or belief | | | x | |
| | Sexual orientation | | | x | |
| | Other (eg low income) | | | x | |

| **Question** | **Answer** | **Comments** |
|---|---|---|
| **2**. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another? | No | |
| **3**. Could this policy/service be perceived as impacting on communities differently? | No | |
| **4.** Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination? | No | |
| **5.** Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?<br>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section | No | **Actions:**<br><br>**Actions agreed by EWG member:**<br>…… |
| **Assessment completed by:**<br>**Name Peter Jermany** | | |
| **Job title Principal Planner (Planning Policy)** | **Date 26 May 2017** | |

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**