

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



CABINET

Agenda

TUESDAY, 2 DECEMBER 2014
at 5.30pm

in the

**Committee Suite
King's Court
Chapel Street
King's Lynn**



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Telephone: 01553 616200
Fax: 01553 691663

CABINET AGENDA

DATE: CABINET – TUESDAY, 2 DECEMBER 2014

VENUE: COMMITTEE SUITE, KING'S COURT, CHAPEL STREET, KING'S LYNN

TIME: 5.30 pm

Under Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 - There will be no items to be considered in private.

1. SUSPENSION OF STANDING ORDER 36 – RECORDING OR BROADCASTING OF MEETINGS

In order to comply with Statutory Instrument 2014 no 2095, The Openness of Local Government Bodies Regulations 2011, Standing Order 36 be suspended for the duration of the meeting.

2. MINUTES

To approve the Minutes of the Meeting held on 4 November 2014 (previously circulated pages 466 - 483).

3. APOLOGIES

To receive apologies for absence.

4. URGENT BUSINESS

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

5. DECLARATION 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.

These 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. CHAIRMAN'S CORRESPONDENCE

To receive any Chairman's correspondence.

7. MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

To note the names of any Councillors who wish to address the meeting under Standing Order 34.

8. CALLED IN MATTERS

To report on any Cabinet decisions called in.

9. FORWARD DECISIONS LIST

A copy of the Forward Decisions List is attached (Page 5)

10. MATTERS REFERRED TO CABINET FROM OTHER COUNCIL BODIES

To receive any comments and recommendations from other Council bodies which meet after the dispatch of this agenda. Copies of any comments made will be circulated as soon as they are available.

- Resources and Performance Panel and Audit Committee – 25 November 2014
- Regeneration, Environment and Community Panel – 26 November 2014

11. **REPORTS**

- 1) **Updates of : Freedom of Information; Environmental Information Policy; Data Protection Act Policy and the Publication Scheme** (page 7)

The Council has various statutory obligations concerning management of and access to information. The policies attached to this report set out how the Council will implement these statutory obligations.

The amended DPA and FOI policies are attached for approval together with the Council's updated publication scheme.

To approve the attached updated policies and publication scheme for dealing with matters under the three sets of legislation.

- 2) **Budget 2014/15 – Monitoring** (page 59)

This report updates the 2014/2015 revenue estimates and the projections for 2015 to 2017. These figures will form the base on which the new Financial Plan 2014/2018 will be formulated for council tax setting purposes in February 2015.

- 3) **Council Tax Support Scheme for 2015/16** (page 69)

Local Council Tax Support schemes were introduced from 1 April 2013. The national scheme of Council Tax Benefit was abolished and central government devolved responsibility to local authorities to design schemes to help residents on low incomes with their council tax costs. The funding for these schemes was also devolved and cut by 10 per cent.

In the first year of operation, 2013/2014, the Council determined to continue to operate a scheme similar to the old Council Tax Benefit Scheme as the Council received a transitional grant from central government to partly offset the loss of funding. In 2014/2015 the Council introduced a Council Tax Support Scheme that reduced the cost of the scheme to fit within the reduced funding from Government. Each financial year a billing authority must review its Council Tax Support scheme and, by 31 January, adopt their scheme for the forthcoming financial year.

On 10 September 2014 Cabinet agreed that the Council Tax Support Scheme for 2014/2015, updated for changes in benefit legislation during 2014/2015 together with uprating of allowances and premiums for pension age claimants as the draft scheme for 2015/2016 would go to public consultation. The consultation period ran over a six week period from 19 September 2014 to 31 October 2014.

There were three responses to the consultation exercise which are noted in the report. It is proposed that the Council adopts the draft

Council Tax Support Scheme, approved on 10 September 2014, as the Council Tax Support Scheme for 2015/2016.

4) **The Wash East Coastal Management Strategy** (page 73)

This report seeks approval for The Wash East Coastal Management Strategy (WECMS) covering the coastline from Hunstanton Cliffs to Wolferton Creek (Snettisham beach) area.

To: Members of the Cabinet

Councillors N J Daubney (Chairman), A Beales, Lord Howard, A Lawrence, B Long, Mrs E A Nockolds, D Pope and Mrs V Spikings.

Cabinet Scrutiny Committee

For further information, please contact:

Samantha Winter
Democratic Services Manager
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX
Telephone: (01553) 616327 Email: sam.winter@west-norfolk.gov.uk

FORWARD DECISIONS LIST

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
13 January 2015	Residential Caravan Site Licensing	Report following consultation process	Non	Council	Housing and Community Chief Executive		Public
	Homelessness Strategy – Update	Update to the strategy following consultation exercise	Key	Council	Housing and Community Chief Executive		Public
	Asset Management – Potential future Acquisition – King’s Lynn		Key	Council	Regeneration Deputy Chief Executive		Exempt - Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Hackney Carriage Stands – Bus Station	Appointment of stands	Non	Cabinet	Housing and Community Exec Dir – G Hall		Public
	Council Tax Discounts For Second Homes And Empty Properties	Review of the Policy	Key	Council	Leader Deputy Chief Executive		Public
	Major Housing Scheme	Final Approvals	Key	Council	Regeneration Chief Executive		Exempt - Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Calendar of Meetings	Calendar of Meetings for 2015/16	Non	Cabinet	Leader Exec Dir - D Gates		Public
	Purchase of Industrial Land – King's Lynn		Key		Regeneration Deputy Chief Executive		Exempt - Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
3 February 2015	Financial Plan 2014/2018	Setting the plan	Key	Council	Leader Deputy Chief Executive		Public
	Capital Programme 2014/18		Key	Council	Leader Deputy Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
3 March 2015	Treasury Management Strategy 2015/16		Key	Council	Leader Deputy Chief Executive		Public

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide	NO	
	Discretionary /	Need to be recommendations to Council	YES	
	Operational	Is it a Key Decision	NO	
Lead Member: Cllr Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Richard Mann E-mail: richard.mann@west-norfolk.gov.uk Direct Dial: 01553 616686		Other Officers consulted: Emma Duncan, Emma Mason, Management Team, Service Managers		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO

Date of meeting: 2nd December 2014

1 UPDATES OF: FREEDOM OF INFORMATION / ENVIRONMENTAL INFORMATION POLICY; DATA PROTECTION ACT POLICY AND THE PUBLICATION SCHEME

Summary

The Council has various statutory obligations concerning management of and access to information. The policies attached to this report set out how the Council will implement these statutory obligations.

The amended DPA and FOI policies are attached for approval together with the Council's updated publication scheme.

To approve the attached updated policies and publication scheme for dealing with matters under the three sets of legislation.

Recommendation

That Cabinet approve the updated policies and publication scheme.

Reason for Decision

To ensure that the policies and publication scheme reflect emerging ideas and advice and reflect good practice.

1 Background

1.1 The three sets of legislation have been in use for a number of years. Each is related to access rights to different types of information. The Freedom of Information Act is complex and wide-ranging, potentially covering any information held by the Borough Council. The Environmental Information Regulations are much narrower in scope, covering information relating the environment. Finally, the Data Protection Act covers the rights of access to an individual's information.

2 Summary

2.1 The two policies and publication scheme have been updated to reflect current advice, good practice and to ensure they remain current.

2.2 The Data Protection Act policy has been given minor updates, e.g. more detail in section 7 covering Further Information and Contact Details.

2.3 The Freedom of Information Act (FOI) policy has been amended throughout to combine the Environmental Information Regulations (EIR) policy. Both these sets of legislation are similar in purpose, structure and intent and are much more easily covered within one combined policy.

2.4 The EIRs cover information connected with the environment, whereas the FOI Act is far wider in its scope and covers, potentially, any information the Council holds that isn't covered by the EIRs (or the Data Protection Act which is concerned with personal information). For example, a request for information relating to the incinerator would be dealt with under the EIRs rather than the FOI Act.

2.5 The publication scheme has been updated generally and with the addition of, for example, details of our transparency scheme and other amendments. This is to ensure accuracy and that continuing changes in recommended publishing of information is covered.

3 Statutory Considerations

3.1 The Borough Council has in place effective policies to cover the release of information that is compliant with the legislation.

4 Risk Management Implications

4.1 That the Council's procedures do not reflect current advice and good practice. The policies are a control measure.

5 Background Papers

5.1 Attached copies of the updated policies:

- Freedom of Information Act 2000/Environmental Information Regulations 2004
- Data Protection Act 1998
- Publication Scheme



Freedom of Information Act 2000

Environmental Information Regulations 2004

**The Freedom of Information and Environmental Information Regulations Policy
for the Borough Council of King's Lynn & West Norfolk**



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1. Introduction

The Freedom of Information Act 2000 (FoIA) and the Environmental Information Regulations 2004 (EIRs) came into effect on 1st January 2005. Both sets of legislation give a general right of access to all types of “recorded” information held by public authorities, subject to certain exemptions, and places a number of obligations on public authorities. The exemptions are designed to protect confidential or other information where disclosure may prejudice the interests of the State or of third parties. “Exemptions” are referred to as “exceptions” in connection with the EIRs. However, the exemptions and exceptions are broadly similar.

The information covered by the two sets of legislation covers any structured records held by the Council, including both information held as hard copy, and that held electronically.

This policy statement sets out the arrangements that The Borough Council of King's Lynn & West Norfolk has made to ensure compliance with the Act and Regulations.

2. Timing

Both Acts were fully effective from 1st January 2005 although there was a requirement for public authorities to have a Publication Scheme in place and effective from February 2003.

3. Policy

The Borough Council of King's Lynn & West Norfolk is committed to full compliance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, the main features impacting on The Borough Council of King's Lynn & West Norfolk procedures being:

- to facilitate a general right of access to information held by The Borough Council of King's Lynn & West Norfolk in the course of carrying out public functions, subject to certain conditions, exemptions and exceptions;
- in relation to most exempt information, we need to consider whether the information could be disclosed unless the public interest in maintaining the exemption or exception in question outweighs the public interest in disclosure;
- to adopt a scheme for the publication of information. The scheme is based on a model approved by the Information Commissioner, and specifies the classes of information The Borough Council of King's Lynn & West Norfolk publishes;
- to make as much information as is reasonably possible, taking into account cost, resources, confidentiality and third party rights, available in electronic format and through the Council's Publication Scheme.

4. Roles and Responsibilities

The Chief Executive is ultimately responsible for determining the approach that shall apply to information held by the Borough Council and for establishing procedures and guidance for administering requests for information in compliance with the provisions of the Freedom of Information Act 2000 and Environmental Information Regulations 2004. The lead officer within the authority for overseeing FoI and EIR requests is the Legal Services Manager & Monitoring Officer.

Executive Directors are responsible for ensuring that information held within their areas of responsibility fully complies with the Policy and procedures set by the Council, including information processed by contractors, partners or other bodies working under service level agreements.

Managers are responsible for ensuring that staff who are under their direction and control are aware of the Policy, procedures and guidance laid down by the Council and for checking that those staff understand and appropriately apply procedures and guidance in carrying out their day to day work.

All staff are responsible for processing information in accordance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and the policies, procedures and guidance that are laid down by the Council.

The Information Officer provides a point of contact for all members of staff in the Borough Council who require advice on Freedom of Information Act and Environmental Information Regulations matters. The Information Officer will, where possible, provide advice directly to staff on FoIA and EIRs matters or otherwise refer to a competent person to obtain such advice.

5. Training

All information in written or recorded form (including by electronic means) to a public authority fall within the scope of the FoIA and EIRs - if they seek information - and must be dealt with in accordance with the provisions of the legislation. It is therefore essential that everyone working at the Borough Council (both employees and Elected Members) are familiar with the provisions of the FoIA and the EIRs, the Codes of Practice issued under both of the Acts provisions and any relevant guidance of good practice issued by the Information Commissioner.

The Borough Council will ensure that responsibilities of contractors, bodies working under service level agreement and partnership agreements are aware of their responsibilities to the Borough Council regarding potential requests for information and that they have in place sufficient and effective means to ensure that they can competently carry out their responsibilities. To this end training awareness sessions have been made available to all staff and training is always provided, via the induction course, for new staff and Elected Members joining the Authority.

6. Monitoring, review and evaluation

The Borough Council has in place procedures for systematically reviewing its arrangements for administering and managing requests for information. These procedures will include systems for auditing compliance with the Act and Regulations by the Borough Council and those who hold data on the Borough Council's behalf.

The Borough Council maintain records of complaints received about its Freedom of Information and Environmental Information Regulation arrangements and will ensure that any learning points that arise from such complaints are used to improve related policies, procedures and guidance.

The Borough Council also has a policy governing the management of records retention and disposal – a copy is available on request. This will assist the research and provision of information for requests made under the two legislations.

The FoIA and EIRs policy will be reviewed at least annually to ensure that it remains up to date, effective and takes account of emerging good practice. Where new legislation comes into force, the policy will be reviewed in line with the commencement date of that legislation.

7. General Information

The Freedom of Information Act 2000 provides wide-ranging rights of access to information held by the Borough Council. The Environmental Information Regulations are intended to be more specific in scope – involving requests for information on the “activities of public authorities that relate to or affect the environment”. In practice, both legislations, whilst aimed at slightly different regimes of information, are very similar for the purposes of administration and processing requests.

The definition of environmental information, however, is very wide. It can cover information which may not appear to be environmental at first glance but relates to the environment:

- Information about air, water, soil, land, flora and fauna, energy, noise, waste and emissions
- Any decisions, measures and activities affecting or likely to affect any of the above
- Financial and cost benefit analysis used in relation to the above
- Information about human health and the food chain, built structures and cultural sites

Both sets of legislation provide a statutory time-limit of 20 working days for a reply to be provided. In exceptional circumstances, a time extension can be requested.

Freedom of Information requests must be in a written form (either a hardcopy letter or e-mail) whilst Environmental Information requests can be in any format, including oral. In practice, though, it is good practice to ask for any request to be in written format to avoid any potential misunderstandings.

However, with measures in place, such as the records retention policy and adequate awareness and training, the Council is committed to replying as quickly as possible.

8. Objectives

The Borough Council will ensure that:

- there is an officer with specific responsibility for Freedom of Information (FOI) in the organisation;
- everyone managing and handling FOI requests are appropriately trained;
- anyone wanting to make enquiries about FOI requests, whether a member of staff or a member of the public, knows what to do;
- queries about handling FOI requests are promptly and courteously dealt with, and
- methods of handling FOI requests are regularly assessed and evaluated.

9. Publication Scheme

The Borough Council is required by the FOIA to produce a publication scheme which informs the public of what information it publishes or intends to publish as a matter of course, how the information will be published and how to access it, and whether the information will be available free of charge or for a fee. Our publication scheme has been developed in accordance with the model scheme issued by the Information Commissioner and will be maintained regularly and reviewed every 2 years. A copy of the scheme is available on the Borough Council's website at www.west-norfolk.gov.uk.

10. Provision of advice and assistance

All Borough Council officers and Members will provide advice and assistance in response to FOI requests in so far as they reasonably can. Advice and assistance includes publishing procedures for applicants to understand how the Council deals with requests for information and advice about their rights of access under the FOIA. The Borough Council has a dedicated section on their website at www.west-norfolk.gov.uk.

11. Requests for information

Requests for recorded information held by the Borough Council, in any format, will be treated as a request under the FOIA, unless another access regime applies such as Data Protection Act 1998 (DPA) or Environmental Information Regulations 2004 (EIRs). Requests will be accepted from any individual or organization worldwide. Applicants will not be required to cite the Act when requesting information.

To be a valid request under Section 8 of the FOIA a request must be in writing, include the requester's name and an address for correspondence, and describe the information being requested. The term "in writing" covers requests submitted by letter and electronic form, including those sent via the internet. Applicants do not have to explain the purpose of their request, although it may help the Borough Council identify the requested information and it may be necessary to obtain further information from the applicant during the course of responding to their request.

12. Provision of information

Where information is not subject to exemptions, the Borough Council will:

- provide information to any individual who requests it in the *format specified by the applicant, e.g. paper copy, electronic copy, summary information or by inspection at the council offices.
- comply with requests as quickly as possible and within 20 working days of receipt of the request. *An exception applies when consideration of the public interest test is required.*

*should the Borough Council deem it unreasonable to supply information in the format requested by the applicant as a result of practical or cost implications, then the applicant will be informed of the reasons for this decisions. The Borough Council will still supply the information by any other reasonable means.

Subject to certain conditions, the Borough Council has no objection to organisations downloading copyright-protected information from its website and reproducing it in their own publications, or on their internal computer networks.

13. Exemptions and the Public Interest Test

The Borough Council will not classify information as exempt unless there are clear reasons under the Act for doing so. Where documents contain exempt information, the rest of the document will be available under the Act unless other exemptions apply.

Where qualified exemptions to access apply, the Borough Council will inform the applicant, in writing and within 20 working days, of such an exemption. The Borough Council will apply the public interest test and inform the applicant in writing and as soon as possible, whether the information can be made available in its entirety or in a summarised or edited format. Conducting a public interest test allows us to balance whether it is in the public interest to release information which falls under a qualified exemption.

The Borough Council is unable to make information available where an absolute exemption applies, and will notify the applicant to this effect within 20 working days. We are not obliged to apply a public interest test to an absolute exemption.

A list of the 23 exemptions to the FOIA can be found on the Information Commissioner's website at www.ico.org.uk.

Personal information – where information requested under the FOIA contains personal information about anyone other than the applicant, the principles of the Data Protection Act must be applied.

14. Fees and charges

Under section 12 of the FOIA, a public authority does not have to comply with a request for information if the cost of compliance exceeds the appropriate limit. The appropriate limit, for the purposes of section 12, has been set at £450 for public authorities. If a request is complicated or likely to be time consuming, the Borough Council will consider on a case-by-case basis if it wishes to estimate whether the limit would be exceeded.

The Borough Council may take into account the cost of determining whether it holds the information, locating and retrieving the information. Such costs are calculated at £25 per person per hour regardless of the actual cost or rate of pay, which means that the limit will be exceeded if these activities exceed 18 hours.

For information that is not otherwise accessible, if it is estimated that a request will take less than 18 hours to complete (the £450 cost limit) and there is no other reason to withhold the information, the request will be dealt with free of charge.

Charges may be levied for certain information or publications and fees may be incurred for requests for information to cover the costs of locating, retrieving and communicating the information to the applicant (e.g. photocopying and postage).

If a fee is payable, a fees notice will be sent to the applicant. If the fee is not paid within 3 months, it will be assumed that the applicant no longer wants the information and the request file will be closed.

15. Refusals

Requests for information will not be processed where the information:

- does not exist in a recorded format;
- is intended for future publication;
- is already contained within the Borough Council's Publication Scheme;
- is already available via an existing charged service;
- is subject to existing legislation where statutory access rights apply.

16. Rights of review and appeal

The Borough Council will conduct an internal review if the applicant is not satisfied with the handling of the request, with a fee charged, or with the reasons given for refusing to provide information.

The applicant should request an internal review in writing to the Borough Council. The Borough Council will acknowledge any complaint/request for internal review within 3 working days. The internal review will be conducted by an independent officer who was not involved with the original decision. A decision notice will be sent to the applicant within 28 working days. If the applicant is still unhappy, they will be informed of their right to complain to the Information Commissioner, who will decide whether the request has been handled properly.

17. Vexatious and repeat requests

The Borough Council will not comply with vexatious requests where there is a strong likelihood that such requests are being made to intentionally cause harassment, divert resources and/or disrupt the proper workings of the Borough Council.

The Borough Council will not comply with a request where it has received an identical or similar request from the same individual unless a reasonable interval has passed since complying with the original request.

A notice stating when a request is deemed vexatious or repeated will be sent to the applicant.

18. The Legislation and Elected Members

It should be noted that both Acts (FOIA and EIRs) also cover information held by Elected Members when they are working for the Borough Council.

Members must either provide the information or confirm they do not hold such information or quote the relevant exemption or exception or direct the enquirer to the source for such information.

Additionally, Members must ensure that when disclosing any information, that it is accurate and up-to-date.

19. Policy Review

This policy will be reviewed on an annual basis.



Data Protection Act 1998

The Data Protection Policy for the Borough Council of King's Lynn & West Norfolk

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Introduction

The Data Protection Act 1998 was enforced on 1st March 2000 after receiving Royal Assent on 16th July 1998. The Act repeals the Data Protection Act 1984 and certain other legislation that gives rights of access to information held by organisations.

The Act extends the rights given to individuals in previous legislation and requires data controllers (people or organisations that hold and process details of living individuals) to comply with the Eight Principles (rules governing the use of personal data) and to bear in mind the rights and freedoms of those individuals when processing their details.

The Data Protection Act 1998 is summarised into the following 8 principles:

- 1) Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - i. At least one of the conditionals in Schedule 2 is met; and
 - ii. In the case of sensitive personal data, at least one of the conditions of Schedule 3 is also met.
- 2) Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- 3) Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- 4) Personal data shall be accurate and, where necessary, kept up to date.
- 5) Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 6) Personal data shall be processed in accordance with the right of data subjects under this Act (Data Protection Act 1998).
- 7) Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 8) Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

This document explains how the Borough Council of King's Lynn & West Norfolk will meet the legal requirements of the Data Protection Act 1998. The policy is a living document and as such will be reviewed annually by the Borough Council's Data Protection Officer. For reference the document is annotated with the current version number and revision date detailed at the bottom of every page.

1. STATEMENT OF INTENT

The Borough Council of King's Lynn and West Norfolk intends to fulfil all its obligations under the Data Protection Act 1998. The Council will ensure that all registrable processing is appropriately notified and will conduct a periodic review and update of the register entries. It is the aim of the Borough Council that all appropriate staff are properly trained, fully informed of their obligations under the Data Protection Act 1998 and are aware of their personal liabilities.

Any employee deliberately acting outside their recognised authority will be subject to the Borough Council's disciplinary procedures, including dismissal where appropriate, and possibly legal action. Individuals whose information is held and processed by the Borough Council of King's Lynn and West Norfolk can be assured that the Borough Council will treat their personal data with all due care. It is possible that other legislation may (at times and under certain conditions) override Data Protection law. Individuals should note that the Borough Council of King's Lynn and West Norfolk intends to fulfil all of its legal responsibilities.

This policy document applies only to information covered by the Data Protection Act 1998 and will be updated/amended as necessary according to the laws of England and Wales.

2. FAIR OBTAINING/PROCESSING

The Borough Council of King's Lynn and West Norfolk will, as far as is practicable, ensure that all individuals whose details we hold are aware of the way in which that information will be held, used and disclosed. Individuals will, where possible, be informed of the likely recipients of the information, whether the recipients are internal or external to the Borough Council. Processing within the Borough Council of King's Lynn and West Norfolk will be fair and lawful, individuals will not be misled as to the uses to which the Borough Council will put the information given. If a person feels they have been deceived or misled as to the reason for which your information was collected, they should use the complaints procedure at the end of this document.

Collection forms requiring personal information will contain a "fair obtaining" statement giving details of the likely uses of the information and, where information is collected in person or by telephone, the employee asking for the details will tell the individual how those details will be used. People are free to ask the person collecting the information why they want the details and what they will be used for.

If a person's details are going to be used for "auto-decision" processing (where a computer decides something based on a score or other information) the person will be told about how the system works and whether the decision can be challenged.

If a person's details are to be processed for a purpose that does not appear on the Borough Council of King's Lynn and West Norfolk's register entry (e.g. some manual and/or non-contentious core processing) the individual will be given the information that would be necessary to make the processing fair and lawful.

Any person whose details are to be included in the Borough Council of King's Lynn and West Norfolk's web site will be asked to give written consent. At the time the information is included, all such individuals will be properly informed about the consequences of their data being disseminated worldwide.

3. DATA USES AND PROCESSES

Borough Council of King's Lynn and West Norfolk will not use or process personal information in any way that contravenes its notified purposes or in any way that would constitute a breach of Data Protection law. Any new purposes introduced will, where appropriate, be notified to the individual and, if required by law, their consent sought.

All staff, Members, contractors, partners, consultants or service providers using personal data with the Borough Council of King's Lynn and West Norfolk will be told the limits of their authority to use and disclose such information. The Borough Council has a reporting structure headed by the Data Protection Officer so that: all purposes and disclosures are co-ordinated and consistent; all new purposes are documented and notified to the Information Commissioner; and all problems can be investigated thoroughly.

It should be noted that the Data Protection Act 1998 covers any "structured" records regarding an individual – this includes both hard copy and electronic records.

The Borough Council's registration number on the Information Commissioner's Register of Data Controllers is Z602708X. Our full Register entry can be viewed at: <http://www.ico.gov.uk/ESDWebPages/search.asp> and is renewed every year.

4. DATA QUALITY AND INTEGRITY

Borough Council of King's Lynn and West Norfolk will not collect data from individuals where that information is excessive or irrelevant in relation to the notified purpose(s). Details collected will be adequate for the purpose and no more. Information collected which becomes (over time or by virtue of changed purposes) irrelevant or excessive will be deleted.

Information will only be held for as long as is necessary for the notified purpose(s) - after which the details will be deleted. Where details of individuals are stored for long-term archive or historical reasons and where it is necessary to retain the personal detail within the records it will always be done within the requirements of the legislation. In many cases personal details will be removed from the record so that individuals cannot be identified.

The Borough Council of King's Lynn and West Norfolk will ensure, as far as practicable, that the information held is accurate and up to date. It is the intention of the Borough Council to check wherever possible the details given. Information received from third parties (i.e. neither the individual concerned nor the Borough Council) will carry a marker indicating the source. Where a person informs the Borough Council of King's Lynn and West Norfolk of a change of their own circumstances, such as home address or non-contentious data, their record(s) will be updated as soon as possible. Where the individual requests that information be changed and it is not possible to update it immediately, or where the new information needs to be checked for its accuracy or validity, a marker will be placed on the disputed record indicating the nature of the problem. The Borough Council of King's Lynn and West Norfolk and the individual will attempt to reach an amicable agreement on the dispute but where this is not possible the Borough Council's formal complaint procedures will be implemented.

5. TECHNICAL AND ORGANISATIONAL SECURITY

Borough Council of King's Lynn and West Norfolk has implemented appropriate security measures as required under the Data Protection Act 1998. In particular, unauthorised staff and other individuals are prevented from gaining access to personal information. Appropriate physical security is in place with visitors being received and supervised at all times within the Borough Council buildings where information about individuals is stored. The general public visiting the Borough Council of King's Lynn and West Norfolk's buildings should not feel that the measures are restrictive or oppressive, the measures are there to protect the Borough Council's data.

Computer systems are installed with *user-profile type* password controls and, where necessary, audit and access trails to establish that each user is fully authorised. In addition, employees are fully informed about overall security procedures and the importance of their role within those procedures. Manual filing systems are held in secure locations and are accessed on a need-to-know basis only.

Security arrangements are reviewed regularly, all reported breaches or potential weaknesses are investigated and, where necessary, further or alternative measures will be introduced to secure the data.

All staff, Members, contractors, partners, consultants or service providers are informed and frequently reminded about the limits of their authority on disclosing information both inside and outside the Borough Council of King's Lynn and West Norfolk. Details will only be disclosed on a need basis within the Borough Council. Where details need to be passed outside the Borough Council it will in general be done with the person's consent except where this is not possible or where it is required by law, allowed under the Data Protection Act exemptions (such as crime prevention/detection, to prevent injury, etc) or where it is in the person's vital interests. Any unauthorised disclosure will be dealt with under the Borough Council's disciplinary procedures.

Redundant personal data will be destroyed using a "procedure for disposal of confidential waste."

6. SUBJECT ACCESS / SUBJECT INFORMATION REQUESTS / RIGHTS OF DATA SUBJECT

Any person whose details are held / processed by the Borough Council of King's Lynn and West Norfolk has a general right to receive a copy of their own information, in whatever form it is held. This includes both hard copy and electronic records.

An individual also has the right to prevent processing which is likely to cause damage or distress, or to take action for compensation, have inaccurate information corrected or deleted, and has the right to complain to the Information Commissioner. There are a few exceptions to this rule, such as *data held for child protection or crime detection / prevention purposes*, but most individuals will be able to have a copy of the data held on them.

The Borough Council has a policy of charging for such requests – this charge is currently £10.00. Any codes used in the record will be fully explained, any inaccurate, out of date, irrelevant or excessive data will be dealt with under the procedures outlined in Section 4 of this policy, Data Integrity.

The Borough Council of King's Lynn and West Norfolk will attempt to reply to subject access requests as quickly as possible and in all cases within the 40 days allowed by the Data Protection Act. Repeat requests will be fulfilled unless the period between is deemed unreasonable, such as a second request received so soon after the first that it would be impossible for the details to have changed. A subject access/information request should be submitted on the appropriate forms wherever possible, this will ensure that the Borough Council has the required information to be able to conduct a data search and to fulfil the request, in some cases, especially with requests not submitted on the correct form, further information may be required from the requester which may delay the start of the 40-day maximum time limit.

The Subject Access Requests and associated documentation will be confidentially destroyed after two years preceding the current financial year. In effect this ensures that no Subject Access Request details should be kept longer than three years.

7. FURTHER INFORMATION, ENQUIRIES AND COMPLAINTS

Borough Council of King's Lynn and West Norfolk's Data Protection Officer is the first point of contact on any of the issues mentioned in this policy document. The Data Protection Officer (richard.mann@west-norfolk.gov.uk) will be responsible for dealing with all internal and external enquiries. Where possible, requests for detailed information should be in writing. **All** complaints should be written, dated and should include details of the complainant as well as a detailed account of the nature of the problem. The Borough Council will attempt to complete internal investigations within two weeks and in any case the person will receive an acknowledgement as soon as possible after we receive the complaint.

If necessary, a possible breach of the Data Protection Act will be reported to the Information Commissioner's Office. The Information Commissioner has wide-ranging powers to make recommendations, investigate and impose very substantial financial penalties.

Please see the Information Commissioner's website for further information:
<http://www.ico.gov.uk/complaints.aspx>.

APPENDIX A - RELEVANT LEGISLATION

- Common Law Duty of Confidence
- The Human Rights Act 1998
- Computer Misuse Act 1990
- The Freedom of Information (FOI) Act 2000
- The Regulation of Investigatory Powers Act (RIPA) 2000
- The Telecommunications (Lawful Business Practice)(Interception of Communications) Regulations 2000 (S.I. 2000/2699)
- The Data Protection (Processing of Sensitive Personal Data) Order 2000 (S.I. 2000/2905)
- The Privacy and Electronic Communications (EC Directive) Regulations 2003 (S.I.2003/2426)
- The Environmental Information Regulations (EIR) 2004 (S.I. 2004/3391)
- The United Kingdom Data Protection (Processing of Sensitive Personal Data) Order 2006 (S.I. 2006/2068)
- The Criminal Justice and Immigration Act 2008
- The Data Protection (Notification and Notification Fees) (Amendment) Regulations 2009 (S.I. 2009/1677)
- The Data Protection (Processing of Sensitive Personal Data) Order 2009 (S.I. 2009/1811)
- The Data Protection (Monetary Penalties) (Maximum Penalty and Notices) Regulations 2010 (S.I. 2010/31)
- The Data Protection (Monetary Penalties) Order 2010 (S.I. 2010/910)

APPENDIX B – SENSITIVE PERSONAL DATA

The following information is classified as sensitive personal data:

- Racial or Ethnic origin
- Political opinion
- Religious or other beliefs
- Trade union membership
- Physical or mental health condition
- Sexual life
- Criminal proceedings or convictions

As such, the above are subject to conditions for their processing as follows:

- The data subject has given explicit consent, or
- It is necessary to comply with an employer's legal duty, or
- It is necessary to protect the vital interests of the data subject or another, or
- It is carried out by certain non-profit making bodies, or
- The personal information has been made public as a result of steps deliberately taken by the data subject, or
- It is necessary for the purpose of/in connection with legal proceedings, or
- It is necessary for the exercise of public functions, or
- It is necessary for the purposes of preventing fraud through an anti-fraud organisation, or
- It is necessary for medical purposes, or
- It is necessary for the monitoring of equal opportunities, or
- It is otherwise specified by order of the Secretary of State.



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



Publication Scheme

November 2014

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Part One Introduction

1. Scope and Purpose

Under the Freedom of Information Act, the Borough Council of King's Lynn & West Norfolk has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc) and
- Whether or not a charge is made for such information.

The purpose of a Publication scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from the Council by individual request, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, and the Data Protection Act 1998, however as many requests are for routine information, this guide should assist the public in quickly and efficiently locating what they want.

If there is any information required that does not appear in this Publication Scheme, please contact:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

2. Obtaining information

Much of the information listed in this Scheme is supplied free of charge and can be downloaded from our website www.west-norfolk.gov.uk and where this is the case, the appropriate link is shown in the Scheme. Where information is available only in paper format, this is also shown in the Scheme together with where any requests for such information should be directed.

3. Charges

Unless otherwise stated, publications listed in the Scheme are supplied free of charge. Details of how much the charges are at any time can be found on the website.

<http://www.west-norfolk.gov.uk/default.aspx?page=25879>

4. Management of the Scheme

The officer responsible for the adoption and maintenance of the Scheme is the Information Officer who can be contacted as follows:

The Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

5. Review of the Scheme

This amended scheme was adopted in January 2009 and will be reviewed and amended periodically as necessary. The Scheme will next be fully reviewed in November 2015.

Part Two – Classes of information

1. Who we are and what we do

1.1 Council constitution and democratic structure

The Council's constitution consists of a number of documents that, under the Local Government Act 2000, are required to be brought together and made available for public inspection. The articles of the constitution set out the basic principles that underlay the way the Council operates. The other parts of the constitution include details of the Council and the committees to which the Council has delegated various powers and the functions that are the responsibility of the executive; the terms of reference of the various committees and other bodies; the standing orders that regulate the proceedings at meetings; financial regulations; the code of practice for the procurement of works, supplies and services; codes of conduct for members and employees; the schedule for the payment of member's allowances; and a description of the management structure of the Council's workforce.

Website for online access: <http://www.west-norfolk.gov.uk/default.aspx?page=21895>

1.2 Council directorate structure and responsibilities

The structure of our Council is organised around the main services we deliver. There are four service areas plus the Chief Executive's office, each managed by an Executive Director. Each service is linked together by a Strategic Management Team, consisting of the Chief Executive and the Deputy Chief Executive.

Names, job descriptions and contact details for each of the Executive Directors are given on the website, link:

<http://www.west-norfolk.gov.uk/default.aspx?page=24341>

1.3 Location and opening times of Council properties and Community Information Points

Details of how to find the main head office of the Council in King's Lynn and our local offices in Downham Market and Hunstanton can be located on the website:

Link: <http://www.west-norfolk.gov.uk/default.aspx?page=24502>

Our office opening times can be found on our website:

Link: <http://www.west-norfolk.gov.uk/default.aspx?page=16823>

We have also opened a number of Community Information Points in rural venues where members of the community can access a wide range of Council Services via the internet.

The Borough Council works in partnership with organisations in the local community, such as Parish Councils, Information Centres and even Public Houses to enable Community Information Points.

The local organisations provide a volunteer and a venue, whilst the Borough Council provides the equipment and training for the volunteer.

The creation of Community Information Points offers citizens an alternative method of contacting the Borough Council locally, which can save time, travel or telephone expense.

You can find your nearest Community Information Point below:

<http://www.west-norfolk.gov.uk/Default.aspx?page=24943>

The location and opening hours of Leisure Centres can be found below:

Link: <http://www.west-norfolk.gov.uk/Default.aspx?page=27465>

Since 1st September 2014, Alive Leisure (which is a charitable trust) manages the King's Lynn Corn Exchange, all the Borough Council's sports facilities in West Norfolk and sports development for the Borough.

The location and opening times of our Tourist Information Centres can be found on our website.

Link: <http://www.visitwestnorfolk.com/travel-information/tourist-information-centres>

1.4 Councillors' information and contact details

Details of who all our councillors are, the wards they represent, the political party they belong to, the committees they sit on and their contact details can all be found on the website.

<http://www.west-norfolk.gov.uk/Default.aspx?page=21545>

1.5 Most recent election results

Details of the most recent district and parish elections can be found on the website, together with the results and details of any recent by - elections.

<http://www.west-norfolk.gov.uk/default.aspx?page=26187>

1.6 Contact details for front line services

Our website is part of the "Norfolk Portal" which means that if the service is provided by another council, there will be a link to the relevant part of that council's website.

Our website contains details of our major front line services, including the types of services each department provides, the cost (if applicable), and full contact details including post, email and phone number for each area.

Link to home page: www.west-norfolk.gov.uk

1.7 Relationships with other authorities

The Borough Council of King's Lynn & West Norfolk, in its role of community leader, works in partnership with a huge range of statutory, voluntary, community and business organisations to improve the quality of life for people living, working and visiting West Norfolk. These organisations change on a regular basis and work with all services within the Council. There is no one single section on the website where we hold all details concerning our work with partners, because almost all our work involves other agencies, but details on the major partnerships can be found below:

Norfolk Ambition: <http://www.norfolkambition.gov.uk/index.htm>

Corporate Business Plan: www.west-norfolk.gov.uk/default.aspx?page=22798

Details of any other partners the Council works with can be requested from the Information Officer at:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

1.8 Other Office holders

The **Returning Officer** is the person who has overall responsibility for the conduct of elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although appointed by the Council, the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council.

For further information, please contact:

Electoral Registration
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: register.electors@west-norfolk.gov.uk

Councils have a duty to appoint a **Monitoring Officer** to ensure the lawfulness and fairness of Council decision making. The Monitoring Officer serves as the guardian of the Council's Constitution, the decision-making process and providing guidance to councillors and officers on the Council's constitution and its powers. The Monitoring Officer also works closely with the Council's Standards Committee to assist it in its role of promoting and maintaining high standards of conduct and probity within the Council.

For further information, please contact the Monitoring Officer on 01553 616270.

2. What we spend and how we spend it

2.1 Financial statements, budgets and variance reports

The Council spends public money and it is important that the public can see how we have spent that money. The website contains a large amount of information on financial matters, including the Medium Term Plan, the Revenue budgets and the Capital programme. Budgets for the various directorates are also shown. Detailed financial information is available on the website, including Final Accounts for the financial year 2004/2005 onwards.

<http://www.west-norfolk.gov.uk/default.aspx?page=24818>

2.2 Spending reviews

The Council undertakes quarterly reviews of actual against projected spend on both the capital and revenue budgets and these are reported to Cabinet. For details of the latest reviews, these can be found on the website under the committee papers for Cabinet:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21555>

2.3 Financial audit reports and Statements of Accounts

The Audit and Risk Committee and Cabinet approve the Statement of Accounts which is the document that sets out all the Council's financial activities, both income and expenditure, for a financial year. Details of the reports can be found on the website at:

<http://www.west-norfolk.gov.uk/default.aspx?page=23344>

The statements of accounts can be found at:

<http://www.west-norfolk.gov.uk/default.aspx?page=25880>

2.4 Members' allowance scheme

Councillors are entitled to receive an annual allowance from the Council, as laid down under national legislation. This is called the Members Allowances Scheme. They may also claim expenses for any traveling etc. that they do while performing their duties. The allowances, which members may decline if they wish, are subject to deductions for income tax and national insurance. Details of this scheme are on the website.

<http://www.west-norfolk.gov.uk/default.aspx?page=25285>

2.5 Staff allowances and expenses

This can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

2.6 Pay and grading structure and Pay Policy Statement

Under the Localism Act 2011, the Council is required to produce a Pay Policy Statement each financial year. This can be viewed in the Agenda for the Cabinet meeting held on 6th May 2014 and covers 2014/2015:

<http://www.west-norfolk.gov.uk/pdf/cabinet%20agenda%20full%200605414.pdf>

2.7 Election expenses

This can be requested from:

Electoral Registration
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: register.electors@west-norfolk.gov.uk

2.8 Procurement procedures

We have a strategy for procuring goods, works and services and the Financial Regulations we have to work to provide a set of controls to make sure the Council does this each time. The Contract Standing Orders sets out in detail the way we invite bids for contracts and promote effective and fair competition to achieve good value for money.

<http://www.west-norfolk.gov.uk/Default.aspx?page=22867>

2.9 Contracts currently being tendered over £10,000

Opportunities for contractors and suppliers for the work the Council intends to contract for, and the goods and services the Council intends to buy either now or in the near future (over £10,000 in value) are on our website:

<http://www.west-norfolk.gov.uk/Default.aspx?page=22871>

2.10 List of contracts awarded and their value

Details of recent awarded contracts of over £10,000 value can be found on our website:

<http://www.west-norfolk.gov.uk/default.aspx?page=22872>

Details of other contracts the Council has awarded can be requested from:

Procurement Team
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: procurementtenders@west-norfolk.gov.uk

2.11 External Auditor's report

An External Auditor is responsible for publishing the Annual Audit Letter in relation to the Council's financial performance. These can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

2.12 Financial statements for projects and events

Any financial information relating to projects or events can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

2.13 Internal financial regulations

The Financial Regulations and Contract Standing Orders, which are the rules by which the Council seeks to maintain proper financial and internal control of its activities, can be found in Part 6 of the Council's constitution. This can be found on the website at:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21895>

2.14 Funding for partnership arrangements

Each partnership will have separate funding arrangements and details of any particular partnership funding arrangement can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

2.15 Payments to suppliers over £500 or £50,000

The Borough Council is funded by public money. We believe you should be able to easily find out how that money has been spent. To assist you, we publish online all payments over £500 made to suppliers. We also separately publish details of suppliers paid over £50,000 per annum:

<http://www.west-norfolk.gov.uk/default.aspx?page=25883>

<http://www.west-norfolk.gov.uk/default.aspx?page=25970>

2.16 Payments to senior staff

Summary details of our pay bill are included in our annual statement of accounts report. However, we also publish details of the pay and benefits for our senior staff, including the Chief Executive, who earn more than £58,200 per annum:

<http://www.west-norfolk.gov.uk/default.aspx?page=25885>

3. What our priorities are and how we are doing

3.1 Annual reports

The Council's Corporate Business Plan details the progress we have made on delivering our priorities, improving performance and customer service, and sets out how we intend to build on this success. The Plan can be found on the website:

<http://www.west-norfolk.gov.uk/Default.aspx?page=22798>

There are a number of other annual reports, such as the annual budget (see section 2) and other annual reports such as the reports by Portfolio Holders. These can be found on our website, on the Agendas, Reports, Decisions & Minutes page – link:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21555>

or can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

3.2 Service strategies and business plans

Each service has responsibility for their own policies, strategies and business plans and many of them can be found on the website:

www.west-norfolk.gov.uk

Should you be unable to find the information you require from our website, please send your request to:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

3.3 Corporate Business Plan and Managing Performance

The Borough Council's Corporate Plan sets out what we intend to do. The Council is managed to make sure we achieve what is in the Corporate Plan and we publish an

Annual Report so that everyone can see the progress we are making. The Council's Performance Management Framework sets out how the Council will manage performance. This includes agreeing an Annual Action Plan and assessing quarterly performance reports of the progress in delivering the plan.

More information about our performance against all the targets set out in the Corporate Plan can be found at:

<http://www.west-norfolk.gov.uk/default.aspx?page=26595>

The current corporate business plan can be viewed here:

<http://www.west-norfolk.gov.uk/default.aspx?page=22798>.

3.4 External performance reviews

The Audit Commission is responsible for assessing the performance of the Council and details of their reports can be found on their website:

<http://www.audit-commission.gov.uk/audit-regime/audit-reports/annualauditletters/?show=K>

N.B. The Audit Commission is to be disbanded on 31st March 2015 to be replaced, ultimately, by a new framework for local public audit.

3.5 Strategies developed in partnership

The Council works with a large number of partners with partnership working being high on the Central Government agenda. Partnerships can also provide opportunities for provision of improved delivery of major projects or services. This requires the creation of a sustainable relationship with suppliers in the public, private, social enterprise or voluntary sectors to deliver services, carry out major projects or acquire supplies and equipment.

The Council also seeks to enter into collaborative arrangements with other Councils and public bodies to combine buying power, to procure or commission goods, works or services jointly, or to create shared services for the benefit of all parties.

All the Council's policies, strategies and plans can be found on the website.

Details on how to do business with the Council can be found at:

<http://www.west-norfolk.gov.uk/default.aspx?page=22867>.

3.6 Economic development action plan

We have information specifically designed to provide you with information on the economic development and business opportunities in the King's Lynn and West Norfolk area including:

- Information on why King's Lynn and West Norfolk would provide the ideal location for your business;
- A profile of the local economy and workforce;

- Information on the sources of advice, guidance and information provided by the Borough Council and a number of other organisations;

which can be found on the website:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21606>

3.7 Forward plan

The Cabinet Forward Plan of Key Decisions sets out key decisions that the Cabinet intends to take over the following four months. The Plan is updated each month and details are on the website:

<http://www.west-norfolk.gov.uk/Default.aspx?page=22730>

A Key Decision is a Cabinet decision which is likely to:

- result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates.
- be significant in terms of its effect on communities living or working in the area comprising two or more wards and electoral divisions in the Council's areas

(where significant, under the first point above, is £250,000 or more and significant under the second point above is one third of the resident population in a ward).

3.8 Capital strategy

For further information, please see section 2.1.

3.9 Inspection reports

The Council is assessed by the Audit Commission, details of which can be found in section 3.4.

All Councils are subject to independent external review by auditors, with the final conclusions and recommendations being presented to the Council in the Annual Audit Letter. These letters can be viewed on the Audit Commission's website:

<http://www.audit-commission.gov.uk/audit-regime/audit-reports/annualauditletters/?show=K>

3.10 Impact assessments

An equality impact assessment is a tool for identifying the potential impact of a council's policies, services and functions on its residents and staff. It can help staff provide and deliver excellent services to residents by making sure that these reflect the needs of the community. The Council subjects all its policies and strategies to an impact assessment and further details are available on request from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

3.11 Customer Care and Service standards

The Council has a number of service standards to ensure we offer an excellent service if you contact us by telephone, email, if you visit our offices in person, or if you write. Details are on our website:

www.west-norfolk.gov.uk/Default.aspx?page=21691

3.12 Monitoring (Local Development Framework)

Monitoring is an important part of the planning process and plays a critical part in identifying changing situations that may trigger a review of policies. We publish Monitoring Reports in order to assess the extent to which policy objectives are being achieved:

<http://www.west-norfolk.gov.uk/default.aspx?page=24525>

3.13 Site allocations plan

This document identifies which sites should be developed in order to achieve the broad aims of the Core Strategy. It includes allocations for new housing, employment, retail and other development, together with other uses of land such as parks and open space:

<http://www.west-norfolk.gov.uk/default.aspx?page=27316>

3.14 Core strategy

The Core Strategy forms part of the Local Development Framework. It is the main document setting out the long term strategy, including the vision and objectives for the Borough, and the broad policies that will steer and shape new development. It will guide development and the use of land up to 2025:

<http://www.west-norfolk.gov.uk/default.aspx?page=26072>

4. How we make decisions

4.1 Timetable of Council meetings

The calendar of meetings shows the dates and times of committee meetings.

<http://www.west-norfolk.gov.uk/Default.aspx?page=22728>

Please note that meeting dates and times do occasionally change – for accurate dates of forthcoming meetings, contact Democratic Services on 01553 616200 or e-mail democratic.services@west-norfolk.gov.uk.

4.2 Agendas, officers' reports, background papers and minutes of meetings

Details of all the agendas, papers, reports and minutes are available on the website. Please note some of the information may be exempt from publication under the terms of the Local Government Act 1972.

<http://www.west-norfolk.gov.uk/default.aspx?page=21556>

4.3 Major policy proposals and decisions

There is a section on the website which describes the decision-making process at the Council which can be accessed via:

<http://www.west-norfolk.gov.uk/default.aspx?page=21542>

All major policies and strategies would be agreed by the relevant committee and the details can either be found in the committee papers section of the website:

<http://www.west-norfolk.gov.uk/default.aspx?page=21556>

or can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

4.4 Facts considered when framing major policies

All major policies and strategies and the facts and reasons behind them would be agreed by the relevant committee and the details can either be found in the committee papers section of the website:

<http://www.west-norfolk.gov.uk/default.aspx?page=21556>

or can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

4.5 Public consultations

We regularly consult with residents, the public, people who use our services and our partners or other interested groups.

We are committed to working with local people and partners to improve our services and the quality of the decisions we make, and their views are valuable in helping us to do this.

We welcome your feedback on our services at any time. We also have more formal consultation and public involvement opportunities. Details can be accessed via our website:

<http://www.west-norfolk.gov.uk/Default.aspx?page=22657>

4.6 Internal communications guidance criteria for decision making, internal manuals and guidelines

Any information relating to our decision-making process may be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

5. Our policies and procedures

5.1 Policies and procedures for conducting Council business

There are a number of procedures around how the Council conducts its business, including:

- codes of practice
- procedural standing orders
- delegated decision making and authority
- communication between councillors and staff
- codes of conduct for councillors and staff
- terms of reference for committees
- rights of the public at meetings

These can all be found in the Council's Constitution which is on the website:

www.west-norfolk.gov.uk/Default.aspx?page=21895

5.2 Policies and procedures for delivering our services

Each service provided by the Council has details on the website and can be accessed from the homepage:

www.west-norfolk.gov.uk

If further information is required, this can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

5.3 Policies and procedures around the recruitment and employment of staff

The Council advertises vacancies on the website and also provides a range of guidance to assist candidates. Details can be found at:

<http://www.west-norfolk.gov.uk/default.aspx?page=24835>

The Council has a number of policies around equality and diversity and these can be found on the website, along with further information regarding the Equality Act 2010, at:

www.west-norfolk.gov.uk/Default.aspx?page=26570

5.4 Customer service

In order to improve the services the Council provides, we want to get feedback. There are a number of ways to contact the Council and details are on our website:

www.west-norfolk.gov.uk/default.aspx?page=16823

The Council has a number of service standards to ensure we offer an excellent service if you contact us by telephone, email, if you visit our offices in person, or if you write. Details are on our website:

<http://www.west-norfolk.gov.uk/default.aspx?page=21691>

5.5 Records management and personal data policies

Anyone has the right to ask the Council for any information we hold (with some exceptions, such as personal data about someone else). The Council will make the information available if we have it, and if there is no legal reason why we cannot. Our policy and procedures on Freedom of Information and the Environmental Information Regulations are on the website:

<http://www.west-norfolk.gov.uk/default.aspx?page=24910>

Our Data Protection policy and other information (including charges) with regards to personal data is available on our website:

<http://www.west-norfolk.gov.uk/default.aspx?page=21592>

The Council has duty to ensure the information we hold and use for making informed judgements and decisions is accurate, valid, reliable, relevant, complete and up-to-date.

5.6 Charging regimes and policies

Details of the charges levied by the Council can be found on our website, including:

- Freedom of Information Requests
- Charges associated with planning applications
- Environmental services
- Land Charge search fees

<http://www.west-norfolk.gov.uk/default.aspx?page=25879>

Details of any other fees and charges made by the Council can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

or from our fees and charges booklet, available on our website:

<http://www.west-norfolk.gov.uk/default.aspx?page=25879>

5.7 Planning Policy

The Local Development Framework (LDF Team) is responsible for producing documents setting out the Council's approach to the management of development in the borough. This involves producing plans containing policies and proposals that set out what can be built and where. There are two main levels of planning guidance – National Planning Policy Framework (NPPF) and Local Development Framework (LDF).

Further information can be found at:

<http://www.west-norfolk.gov.uk/default.aspx?page=26543>

6. Lists and registers

6.1 Public registers and registers held as public records

The Council maintains several public registers, although some of the registers it maintains are not available for public inspection, (for example the Housing Register, since this contains personal information).

Some of the most important registers are shown separately below, but we are also responsible for a number of other registers, including:

- Business Premises Register
- Register of private water suppliers
- Food Premises Register
- Animal Premises Licenses
- Buildings at Risk Register

6.2 Assets of Community Value

We are required, under the Localism Act 2011, to maintain and publish a list of Assets of Community Value. It can be viewed here:

<http://www.west-norfolk.gov.uk/default.aspx?page=26962>

6.3 Register of councillors' financial and other interests

Borough and Parish Councillors have a duty to record any financial or other interests they have as described in Part Five, Code of Conduct of the Constitution, and further details are available at:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21837>

and on request from:

Democratic Services Manager
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: democratic.services@west-norfolk.gov.uk

6.4 Register of gifts and hospitality

Councillors have a duty to record any gifts or hospitality they receive and a register is maintained by the Council. Further details are available on request from:

Democratic Services Manager
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: democratic.services@west-norfolk.gov.uk

6.5 Licensing Registers

The Council is responsible for issuing and maintaining registers for alcohol licences, entertainment licenses, taxi licenses, private vehicle hire licences, street collection permits, and gambling licences. It also keeps a number of other public registers (see also section 7.1 of this Publication Scheme). Full details are available via the website at:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21421>

6.6 Planning lists

There are a range of planning lists, including appeals and applications and they can be accessed via the planning section on the website at:

<http://www.west-norfolk.gov.uk/default.aspx?page=24831>

6.7 Register of electors

There are two types of electoral register; the full register and the edited register. The registers cannot be accessed electronically and details of who can see and who can have copies (and how to obtain them) are explained on the website:

<http://www.west-norfolk.gov.uk/default.aspx?page=26185>

6.8 Disclosure logs

The disclosure log relating to the financial interests declared by officers or councillors is prepared as part of the Statement of Accounts, which is produced yearly. These can be accessed on the website:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21837>

7. Services provided by the Council

7.1 A-Z of Council services

The A-Z of Council services can be accessed from the homepage of our web site at:

<http://www.west-norfolk.gov.uk/>

7.2 Structure of Council services

The structure of services provided by the Council and the Executive Directors responsible for them can be found on the website:

<http://www.west-norfolk.gov.uk/default.aspx?page=24341>

7.3 Licensing responsibilities

The Council is responsible for licensing of a wide range of activities, including all taxi (Hackney Carriage) drivers and private hire vehicles, any licences to do with animal premises (e.g. zoos, boarding kennels, pet shops), food premises, street cafés and scrap metal dealers.

The Council also deals with the licensing of premises that sell or supply alcohol, or provide entertainment (public entertainment, theatres, cinemas, registered members' clubs, late night hot food provision and indoor sport entertainment).

Details of all the various licenses and the registers can be found on our website at:

<http://www.west-norfolk.gov.uk/default.aspx?page=24854>

7.4 Planning Services, Building Control and Local Land Charge Searches

The Council has a great deal of information and advice on planning and building control available on the website. This includes finding out about planning applications and appeals, conservation, landscape and trees, building control and regulations, planning policy (e.g. the Local Development Framework), local land searches and street naming and numbering:

- Planning:

<http://www.west-norfolk.gov.uk/Default.aspx?page=24449>

- Building Control:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21459>

- Local Land Charge Searches:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21998>

7.5 Homes and Housing Services

Although the Council transferred its housing stock to Freebridge Community Housing in April 2006, we remain responsible for housing advice, advising on prevention of homelessness, assisting with applying for housing, and working with private landlords. Details of all the housing services can be found on our website at:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21441&theme=default>

Please also see Freebridge Community Housing's website:

<http://www.freebridge.org.uk/>

7.6 Council Tax

The Council is responsible for the collection of council tax, which helps pay for local services such as the police, fire service, refuse collection, social services and education. Our website details the information about council tax, including advice on discounts, how to appeal, what the money is spent on and the charges and banding of houses:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21467>

7.7 Council Tax Support and Housing Benefit

People on low incomes can apply for either housing benefit or council tax support or both to help meet the cost of rent and council tax. Details of how to apply, how the benefits are paid, an online benefits assessment, how to appeal, assistance for the self employed and also details of the Local Housing Allowance, a scheme for people in privately rented accommodation, can be found on the website:

<http://www.west-norfolk.gov.uk/Default.aspx?page=21496>

7.8 Environmental Services

The Council provides a number of services to help preserve our natural environment in West Norfolk. Details of all our services can be found on our website:

- Abandoned vehicles
- Council car parks
- Private car parks
- Waste management
- Pest control (now provided by a preferred company – Command Pest Control)
- Animal welfare licensing
- Markets management
- C C T V
- Contaminated land
- Gypsy and traveller sites
- Scrap metal dealer registration
- Pollution control
- Drainage
- Air quality

- Agenda 21 – sustaining and improving your environment
- Motor salvage operators
- Out of hours response

<http://www.west-norfolk.gov.uk/default.aspx?page=26988>

7.9 Health

The Council is responsible for a number of services to inspect and ensure that public health is safeguarded. Details can be found on our website:

- Food safety
- Licensing
- Health and safety
- Health, safety and fireworks
- Vaccinations when going abroad
- Avian flu
- Local NHS and health services directory

<http://www.west-norfolk.gov.uk/Default.aspx?page=16864>

7.10 Leisure and Culture

There are a number of leisure activities in West Norfolk and details of these, along with information about the countryside, accommodation, directions, culture and history can be found on the website at:

<http://www.west-norfolk.gov.uk/Default.aspx?page=24836>

You may also either request or download a free copy of our current West Norfolk Holiday Guide.

7.11 Transport and Streets

Although Norfolk County Council has the major responsibility for roads and transport, there is a dedicated section of the website which gives details of how we can help you to get out and about on public transport, the concessionary bus pass scheme, street cleansing and grounds maintenance.

<http://www.west-norfolk.gov.uk/Default.aspx?page=24837>

For details of the Borough Council's car parks, including charges, location maps and contact details, please use this link:

<http://www.west-norfolk.gov.uk/Default.aspx?page=22495>

7.12 Services for local businesses

There is a dedicated section on the website which gives information around the services, support and advice for business in the area, for anyone thinking of relocating to West Norfolk and also for anyone thinking of starting a new business:

<http://www.west-norfolk.gov.uk/default.aspx?page=21606>

7.13 Services for other organisations

Details of any services provided to other organisations can be requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

7.14 Living Independently in Later Years (LILY)

There is a dedicated section of the website which gives information on the services, support and advice for older people, their families, friends and carers.

It can be accessed at:

<http://www.asklily.org.uk>

7.15 Services for which the Council can charge, together with those charges

Some of the services provided by the Council are free, others are charged for. Each service has their own section on the website and details of charges can be accessed there. Section 5.6 of this publication scheme details some of the more common charges.

7.16 Information for visitors to the area

The Council publishes a number of leaflets and guides to assist visitors to West Norfolk and the Council has a dedicated website, which also includes details of the Tourist Information Centres around the district:

<http://www.visitwestnorfolk.com/>

7.17 Leaflets, books and newsletters

The Council publishes a number of leaflets and guidance relating to all the services it provides and many of these can be found on the website, or requested from:

Information Officer
Legal Services
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
E-mail: foi@west-norfolk.gov.uk

7.18 Advice and guidance

The Council has a dedicated section on the website which details information relating to:

- eForms Library
- Community Information Points
- Customer Care Standards
- Online payments

<http://www.west-norfolk.gov.uk/default.aspx?page=24843>

There is also the A-Z section on the website which also links to services provided by other public bodies, for example schools and social services and this can be accessed via the homepage:

<http://www.west-norfolk.gov.uk>

7.19 Media releases

All press releases issued by the Council can be accessed via our website:

<http://www.west-norfolk.gov.uk/default.aspx?page=26105>

7.20 Election information

There is a dedicated section on the website which includes information about how to register to vote, where and how to vote when there are elections, results of previous Borough Council of King's Lynn & West Norfolk district elections and election statistics:

<http://www.west-norfolk.gov.uk/default.aspx?page=26184>

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards None	Mandatory	(a) Be entirely within Cabinet's powers to decide YES		
		(b) Need to be recommendations to Council NO		
		(c) Be partly for recommendations to Council and partly within Cabinets powers – NO		
Lead Member: Councillor Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Lorraine Gore E-mail: Lorraine.gore@west-norfolk.gov.uk Direct Dial: 01553 616432		Other Officers consulted: Management Team		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equal Opportunities Implications NO	Risk Management Implications YES

Date of meeting: 2 December 2014

2 BUDGET 2014/2015 - MONITORING

Summary

This report updates the 2014/2015 revenue estimates and the projections for 2015 to 2017. These figures will form the base on which the new Financial Plan 2014/2018 will be formulated for council tax setting purposes in February 2015.

Recommendations

It is recommended that Cabinet approve:

- 1) The changes, transfers to/from reserves and revised revenue estimates for 2014/2015 as detailed in section 1 of the report.

Reason for Decision

Formal approval is required by Cabinet for the amendments to the 2014/2015 revenue estimates. The amendments have been reported to members as part of the monthly monitoring reports for April to September 2014 and are summarised in section 1 below.

1. The Revenue Estimates 2014/2015

- 1.1 The original budget 2014/2015 was approved by Council on the 27 February 2014. Throughout the year the Chief Financial Officer has monitored the budget and, where necessary, Executive Directors have sought approval for additional budget provision. The purpose of this report is to formally establish base estimates and projections on which a revised Financial Plan for 2014/2018 can be built. This will leave the report to Cabinet and Council in February 2015 to focus on future years.
- 1.2 The variances between the approved original budget and revised budget have been detailed in the monthly Monitoring Reports for April to September 2014, which have been distributed to members. The adjustments are summarised below:

	Original Budget 2014/2015	September Budgetary Control Monitoring 2014/2015	Movement between Service Areas	Variance adverse/ (favourable) Paragraph 1.3 below refers
	£	£	£	£
Corporate	2,695,910	5,234,080	(17,730)	2,555,900
Democracy	1,264,330	1,254,920	2,610	(12,020)
Services Areas:				
Central and Community Services	4,398,890	4,222,180	12,280	(188,990)
Chief Executive	2,029,710	1,985,190	9,690	(54,210)
Commercial Services	5,673,260	5,579,160	(118,180)	24,080
Environment and Planning	1,900,130	2,019,350	181,720	(62,500)
Resources	1,263,380	990,070	(136,320)	(136,990)
				0
Financing Adjustment	(3,618,610)	(3,625,180)	65,930	(72,500)
Internal Drainage Boards	2,617,190	2,608,740	0	(8,450)
Special Expenses	128,110	128,110	0	0
Council Tax Support to Parishes	123,460	123,460	0	0
Borough Spend	18,475,760	20,520,080	0	2,044,320
Contribution to/(draw from) Balances adjusted for movements detailed in 1.3, 1.4 and 1.5 below	335,480	(1,708,840)		
Borough Requirement	18,811,240	18,811,240		

- 1.3 Over the period April to September 2014 service managers have continued to take every opportunity to reduce costs and increase income in line with the now embedded culture of active management of service costs. A summary of the budget movements is shown below. The saving, in 2014/2015 is estimated to be £129,680 and £393,600 will flow through into 2015/2016 and £374,190 into 2016/2017 (paragraph 2.6 below provides further details).

Detail	Monitoring Report	£
Utility Costs - overall reduction	May and September	(54,790)
Car Parking Operations - enforcement and contracted services	June and September	(100,000)
Computer Licence Fees - on-going Microsoft licence fees transferred from capital	June	55,000
Industrial rents - reduced income	June	30,000
Internal Drainage Board Levies	June	(8,450)
Telephone costs - reduced costs from new provider	September	(12,500)
Turnover savings - amount achieved in excess of £90,000 target	September	(76,980)
Alive Leisure - working balance agreed as part of new leisure arrangements	September	200,000
Implementation of new leisure arrangements - 2 months later than originally anticipated	September	47,600
Refuse and recycling - staff savings and reduced recycling credits	September	25,860
Community Safety and Nuisance - out of hours enforcement	September	5,000
Performance Review and Efficiency - supplies and services saving	September	(6,330)
Personnel Services - supplies and services saving	September	(8,200)
Printing and Graphics - staffing and equipment contract savings	September	(49,390)
Business Rates - Empty Industrial Units	September	(7,500)
Legal Services review	September	(58,500)
Hunstanton Promenade - annual survey costs	September	3,000
King's Court - additional rental income	September	(12,000)
Financing Adjustment - Interest Payable/Receivable	September	(101,500)
CCTV - Operational savings from contracted services	September	(40,830)
Contribution to capital reserves for improvement works to public conveniences	September	40,830
Total Reduction in Borough Spend		(129,680)
Impact on Funding Increase in contribution to the General Fund Balance		(129,680)

- 1.4 The change in financing the employers' pension stabilisation contribution for the years 2014/2015, 2015/2016 and 2016/2017 is detailed in the table below. By paying the Norfolk Pensions service 3 years' worth of contributions (£3,136,000) upfront the council will save approximately £176,000 over the period of the Financial Plan 2014-2017.

	2014/2015 £	2015/2016 £	2016/2017 £	Total £
Original Budget	991,000	1,108,000	1,266,000	3,365,000
Revised Budget				
Upfront lump sum payment	3,136,000	-	-	3,136,000
Loss of interest	29,000	18,000	6,000	53,000
Total	3,165,000	18,000	6,000	3,189,000
Net movement(favourable)/adverse	2,174,000	(1,090,000)	(1,260,000)	(176,000)

- 1.5 The impact on the General Fund Balance in 2014/2015 is detailed in the table below:

	£
Original Budget 2014/2015 contribution to the General Fund Balance	(335,480)
Increased contribution to the General Fund Balance from service movements detailed in 1.3 above	(129,680)
Draw from the General Fund Balance to finance the pension stabilisation contribution detailed in 1.4 above	2,174,000
Net draw from the General Fund Balance in 2014/2015	1,708,840

The net changes to the budget as at 30 September 2014 results in a draw from balances of £1,708,840 in 2014/2015 compared to a contribution of £335,480 originally included in the budget 2014/2015 as approved at Council on 27 February 2014. The general fund balance is detailed in 3.3 below.

- 1.6 In addition to the movements detailed in 1.3 above the following variances, summarised in the table below, have been reported and all additional costs have been offset by reduced expenditure and transfers to/from reserves within service areas:

Detail	Monitoring Report	2014/2015 £
Lynnsport - A transfer from reserves to cover repairs and maintenance. These funds were transferred to reserves as part of the closedown of the accounts for 2013/2014	September	40,000
Street Lighting – a transfer from reserves for the replacement of street lamps in the Broad Walk	September	8,000
Swimming Pools – a transfer from repair reserves for the replacement of swimming pool grates	September	4,750
Borough Elections – a transfer from reserves to cover the cost of implementation of individual election registration. Grant funding received in 2013/2014 was transferred to reserves as part of the closedown of the accounts for 2013/2014.	September	41,000
Resort Services – transfer from reserves for remediation work to Hunstanton Promenade and Seawall. The funds were moved into reserves as part of the closedown of the accounts for 2013/2014	September	149,000
Total		242,750

- 1.7 Any further movements which may be identified as part of the ongoing monitoring process will be reported in the monthly monitoring reports and Cabinet updated as part of the Budget Report in February 2015.

2. Projections 2015 to 2017

- 2.1 The projections 2015 to 2017 were also approved by Council on the 27 February 2014. The projections have been updated as part of the monthly monitoring process for those areas identified in 2014/2015 which have an ongoing impact in future years. The movements are summarised in the tables below.

2.2 Projection 2015/2016

	Original Projection 2015/2016	Revised Projection September Monitoring	Movement between Service Areas	Variance Adverse/ (Favourable)
	£	£		£
Corporate	2,633,390	1,533,290	11,770	(1,111,870)
Democracy	1,277,400	1,273,380		(4,020)
Services Areas:				
Central and Community Services	3,952,530	3,890,170	27,340	(89,700)
Chief Executive	2,070,650	2,028,940	7,190	(48,900)
Commercial Services	5,634,360	5,241,780	(138,600)	(253,980)
Environment and Planning	1,978,140	2,159,120	179,180	1,800
Resources	1,310,460	1,162,720	(152,810)	5,070
				0
Financing Adjustment	(3,119,970)	(3,036,040)	65,930	18,000
Internal Drainage Boards	2,638,160	2,638,160		0
Special Expenses	142,440	142,440		0
Council Tax Support to Parishes	103,700	103,700		0
Borough Spend	18,621,260	17,137,660	0	(1,483,600)
Contribution to/(Draw from) Balances adjusted for movements detailed in 1.4, 2.3 and 2.6	(753,750)	729,850		
Borough Requirement	17,867,510	17,867,510		

2.3 In 2015/2016 the net changes to the projection arising from the ongoing implications from changes to the budget in 2014/2015, and the pension stabilisation payment, on the General Fund Balance are detailed in the table below:

	£
Original Budget 2015/2016 draw from the General Fund Balance	753,750
Contribution to the General Fund Balance from service movements detailed in 1.3 above	(393,600)
Contribution to the General Fund Balance to finance the pension stabilisation contribution detailed in 1.4 above	(1,090,000)
Net contribution to the General Fund Balance in 2015/2016	(729,850)

2.4 Projection 2016/2017

	Original Projection 2016/2017	Revised Projection September Monitoring	Movement between Service Areas	Variance Adverse/ (Favourable)
	£	£	£	£
Corporate	2,831,270	1,580,070	11,770	(1,262,970)
Democracy	1,321,120	1,317,100		(4,020)
Services Areas:				0
Central and Community Services	4,128,270	4,094,730	(89,010)	55,470
Chief Executive	2,127,190	2,079,150	7,190	(55,230)
Commercial Services	5,983,930	5,583,100	(21,360)	(379,470)
Environment and Planning	2,116,880	2,306,430	187,770	1,780
Resources	1,545,000	1,386,960	(162,290)	4,250
				0
Financing Adjustment	(3,277,620)	(3,205,690)	65,930	6,000
Internal Drainage Boards	2,690,920	2,690,920		0
Special Expenses	159,990	159,990		0
Council Tax Support to Parishes	93,330	93,330		0
Borough Spend	19,720,280	18,086,090	0	(1,634,190)
Contribution to/(from) Balances adjusted for movements detailed in 1.4, 2.5 and 2.6	(1,535,610)	98,580		
Borough Requirement	18,184,670	18,184,670		

2.5 In 2016/2017 the net changes to the projection arising from the ongoing implications from changes to the budget in 2014/2015, and the pension stabilisation payment, on the General Fund Balance are detailed in the table below:

	£
Original Budget 2016/2017 draw from the General Fund Balance	1,535,610
Contribution to the General Fund Balance from service movements detailed in 1.3 above	(374,190)
Contribution to the General Fund Balance to finance the pension stabilisation contribution detailed in 1.4 above	(1,260,000)
Net contribution to the General Fund Balance in 2016/2017	(98,580)

2.6 The main reasons for the changes within the projections have been reported in the monitoring reports for April to September 2014 and are summarised below:

Detail	Monitoring Report	Projection 2015/2016 £	Projection 2016/2017 £
Utility Costs - overall reduction	May and September	(60,560)	(66,370)
Car Parking Operations - enforcement and contracted services	June and September	(160,000)	(160,000)
Computer Licence Fees - on-going Microsoft licence fees transferred from capital	June	55,000	55,000
Industrial rents - reduced income	June	30,000	30,000
Telephone costs - reduced costs from new provider	September	(25,000)	(25,000)
Refuse and recycling - staff savings and reduced recycling credits	September	7,290	4,330
Community Safety and Nuisance - out of hours enforcement	September	5,000	5,000
Community Safety and Nuisance - Travel budgets	September	10,930	10,820
Printing and Graphics - staffing and equipment contract savings	September	(130,930)	(103,310)
Business Rates - Empty Industrial Units	September		
Legal Services review	September	(48,500)	(54,830)
Hunstanton Promenade - annual survey costs	September	3,000	3,000
King's Court - additional rental income	September	(12,000)	(12,000)
Financing Adjustment - Interest Payable and Receivable	September		
New Bank Contract	September	(27,000)	(20,000)
CCTV - Operational savings from contracted services	September	(40,830)	(40,830)
Total Reduction in Borough Spend		(393,600)	(374,190)
Impact on Funding Increase in contribution to the General Fund Balance		(393,600)	(374,190)

2.7 The revised projections will be further reviewed as part of the current estimates process and form the base on which the new Financial Plan 2014/2018 will be calculated for council tax setting purposes in February 2015.

3. General Fund Balance and Reserves

- 3.1 The revised opening general fund balance for 2014/2015 and the impact of the changes to the budget and projections as detailed in this report are detailed in the tables below. It is not usual practice for the Council to hold the general fund working balance at a high level but over the recent period the current levels have allowed the Council a degree of protection in the current volatile environment. The higher working balance together with the outcomes of the cost reduction programme has allowed the Council to cope with significant changes.
- 3.2 The table below details the movement in the opening general fund balance available as at 1 April 2014:

	2014/2015
	£
Estimated opening general fund balance approved at Council 27 February 2014	(4,365,165)
Additional transfer to general fund balance reported as part of 2013/2014 monitoring reports January and February 2014	(326,070)
Additional transfer to general fund balance at closedown of 2013/2014 accounts approved at Cabinet 11 June 2014	(28,433)
Additional transfer to general fund balance as part of Financial Statements closure for 2013/2014 approved at Council 25 September 2014	(601,762)
Revised opening general fund balance	(5,321,430)

- 3.3 The table below shows the impact on the general fund balance from the changes detailed in this report. In addition Cabinet at its meeting on 4 November 2014 approved a contribution of £300,000 towards the King's Lynn Transport Interchange capital project. The funds are to be met from the car parks repair reserve and to be replenished from in year contributions. The budget 2014/2015 and projections 2015/2016 and 2016/2017 will be amended within Commercial Services to include a transfer to the car parks repair reserve of £100,000 per annum funded from the operational savings reported on car parking operations detailed in tables 1.3 and 2.6 above.

	2014/2015	2015/2016	2016/2017
	£	£	£
Balance brought forward	(5,321,430)	(3,512,590)	(4,142,440)
Estimated (Contribution to)/Draw from Balances approved at Council 27 February 2014	(335,480)	753,750	1,535,610
(Contribution to)/Draw from Balances - updated for monitoring to September 2014 and detailed at tables 1.3 and 2.6	(129,680)	(393,600)	(374,190)
(Contribution to)/Draw from Balances for the pension payments detailed in table 1.4	2,174,000	(1,090,000)	(1,260,000)
Draw from Balances to replenish the car parks repair reserve	100,000	100,000	100,000
Balance carried forward	(3,512,590)	(4,142,440)	(4,141,020)
Minimum requirement set at Council 27 February 2014			
5% of Budget Requirement	(940,269)	(893,376)	(909,234)
Bellwin	(34,246)	(34,246)	(34,246)
Balance Required	(974,515)	(927,622)	(943,480)

- 3.4 These figures are a projection of the existing Financial Plan and do not take into account the ongoing cost reduction initiatives. The table will be revised as part of the refreshed Financial Plan 2014/2018 which will be presented to Cabinet and Council in February 2015.

4. Policy Implications

None

5. Statutory Considerations

None

6. Consultations

Management Team

7. Access to Information

Cabinet Reports

The Financial Plan 2013/2017

Monthly Monitoring Reports 2014/2015

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards NONE	Mandatory	Be entirely within Cabinet's powers to decide	NO	
		Need to be recommendations to Council	YES	
		Is it a Key Decision	YES	
Lead Member: Cllr Nick Daubney E-mail: cldr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
Lead Officer: David Thomason E-mail: david.thomason@west-norfolk.gov.uk Direct Dial:01553 616246		Other Members consulted:		
Financial Implications YES		Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO
		Risk Management Implications YES		

Date of meeting: 2 December 2014

3 COUNCIL TAX SUPPORT SCHEME FOR 2015/2016

Summary

Local Council Tax Support schemes were introduced from 1 April 2013. The national scheme of Council Tax Benefit was abolished and central government devolved responsibility to local authorities to design schemes to help residents on low incomes with their council tax costs. The funding for these schemes was also devolved and cut by 10 per cent.

In the first year of operation, 2013/2014, the Council determined to continue to operate a scheme similar to the old Council Tax Benefit Scheme as the Council received a transitional grant from central government to partly offset the loss of funding. In 2014/2015 the Council introduced a Council Tax Support Scheme that reduced the cost of the scheme to fit within the reduced funding from Government. Each financial year a billing authority must review its Council Tax Support scheme and, by 31 January, adopt their scheme for the forthcoming financial year.

On 10 September 2014 Cabinet agreed that the Council Tax Support Scheme for 2014/2015, updated for changes in benefit legislation during 2014/2015 together with uprating of allowances and premiums for pension age claimants as the draft scheme for 2015/2016 would go to public consultation. The consultation period ran over a six week period from 19 September 2014 to 31 October 2014.

There were three responses to the consultation exercise which are noted in the report. It is proposed that the Council adopts the draft Council Tax Support Scheme, approved on 10 September 2014, as the Council Tax Support Scheme for 2015/2016.

Recommendation

That the Council Tax Support Scheme as approved on 10 September 2014 be adopted as the Council Tax Support Scheme for 2015/2016.

Reason for Decision

To ensure a Council Tax Support scheme for 2015/2016 falling within budget is agreed by full Council by 31 January 2015

1. Background

- 1.1. Council Tax Benefit (CTB) was abolished on 31 March 2013 and from April 2013 billing authorities have implemented their own local schemes of Council Tax Support (CTS) to assist people on low incomes with their council tax costs.
- 1.2. Funding for CTS moved from demand led full reimbursement of the costs of the scheme paid by the Department of Work and Pensions to a fixed grant from Department of Communities and Local Government. The funding was also reduced by 10 per cent which fell upon working age applicants as Government specified that no cuts could be made to the help given to pension age claimants.
- 1.3. Details of the proposed CTS scheme for 2015/2016 were set out in the report to Cabinet on 10 September 2014 and a consultation exercise was carried out during the six week period from 19 September 2014 to 31 October 2014.

2. Results of the Consultation

- 2.1 There were three responses to the consultation:

- The first was from a female member of a family with three or more children that currently receives council tax support who opposes the continuation of the current scheme and would suggest that the shortfall in funding should be met from cutting services – *“stop spending money on Kings Lynn Corn Exchange, Hunstanton Yachting Club etc”*. The submission also went on to comment that *“a lot of money is spent on initiatives that appeal to an elite minority or visitors but I suppose we voted in this Council so can’t complain. Things may change in 2015 and local people, especially those struggling, may come first”*.

- The second response was from a female in a single person/couple household without children who currently receives council tax support who opposes the continuation of the scheme and suggests that the shortfall should be met from cutting services but does not say how. The individual is part time self-employed and commented – *“I am self-employed on a low wage, in receipt of tax credits, with a approx. wage of £100 week, but because I’m self-employed you assume I earn the minimum wage in relation to the hours I work, if I were in receipt of the minimum wage you say I get I*

simply would not be entitled to tax credits, this is a ridiculous rule the council have set”.

- The third response came from a male pensioner who does not receive council tax support but opposes the continuation of the current scheme. The individual suggests that any shortfall in funding should be met from reducing the level of support given to people through the scheme and goes on to comment on the reason for his response as being – “ *because welfare benefits are already far too high and act as a disincentive to seek more self-reliant income. Also local government would either have to cut services to pay for the support, or increase local taxation. This is a good opportunity to have less government intervention in our private lives”.*

- 2.2 The Council currently has nearly 15,000 recipients of council tax support.
- 2.3 The comments and points raised from responders to the consultation have all been considered in the past as part of the setting up of the scheme. In respect of the point raised by the self-employed individual there are allowances made as part of the scheme for a start-up period of 6 months where the earnings used in the calculation for support are those declared by the individual and these figures are not subject to the minimum wage criteria.
- 2.4 It is proposed that the Council adopts the draft Council Tax Support Scheme, approved on 10 September 2014, as the Council Tax Support Scheme for 2015/2016.

3. Policy Implications

- 3.1. The Council Tax Support Scheme for 2015/2016 is a continuation of current policy.

4. Financial Implications

- 4.1 Funding towards the costs of the CTS scheme is included in the overall formula funding for each financial year and is no longer identified separately by Government. The Council has provisional figures set for 2015/2016 in terms of formula funding.
- 4.2 The impact of the Council Tax Support scheme comes from a reduced council tax base. For example, in February 2014 the introduction of the new scheme for 2014/2015 was calculated to reduce the council tax base by the equivalent of 6,574 Band D properties. Figures for the reduced tax base change each month as claimants are added or are removed from the scheme and at one point the reduction rose to 6,590 but it has otherwise been below the estimated figure and as at 30 September 2014 the tax base has been reduced by a figure of 6,377. This indicates that the scheme is operating within estimates.
- 4.3 The tax base figures to be used in the Financial Plan 2014/2018 will be based on the assumptions made on the level of Council Tax Support estimated to result from the adopted scheme. This approach is no different from that taken in the current Plan.

4.4 The Financial Plan will continue to provide for a Hardship Fund.

5. Statutory Considerations

5.1. The Council is required to agree a Council Tax Support Scheme for the forthcoming financial year by the 31 January of the preceding year.

6. Equality Impact Assessment (EIA)

6.1 A full Equality Impact Assessment was completed as part of the 10 September Cabinet Report

7. Risk Management Implications

7.1. Council Tax Support is partly funded as an element of the formula funding paid by Government each year. The 2015/2016 scheme will be included in the budget for the Council for the financial year ending 31 March 2016. Any increases in demand during the year 2015/2016 could represent a financial risk. The impact of the scheme is, and will continue to be, reviewed monthly.

8. Background Papers

Cabinet Reports/ Minutes
Council Agendas/ Minutes
Consultation Responses

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards Heacham Snettisham Hunstanton	Discretionary	Be entirely within Cabinet's powers to decide	NO	
		Need to be recommendations to Council	YES	
		Is it a Key Decision	YES	
Lead Member: Cllr Brian Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Peter Jermany E-mail: peter.jermany@west-norfolk.gov.uk Direct Dial: 01553 616239		Other Officers consulted: Management Team; Dave Robson		
Financial Implications YES	Policy/Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES Pre-screening	Risk Management Implications YES

Date of meeting: 2 December 2014

4 THE WASH EAST COASTAL MANAGEMENT STRATEGY

Summary

This report seeks approval for The Wash East Coastal Management Strategy (WECMS) covering the coastline from Hunstanton Cliffs to Wolferton Creek (Snettisham beach) area.

Recommendations

Cabinet is invited to recommend the Council to approve The Wash East Coastal Management Strategy (WECMS).

Reason for Decision

To provide a management strategy for The Wash East Coast taking forward the policies of The Wash Shoreline Management Plan (SMP).

1. Background

1.1 The Wash East Coastal Management Strategy sets out to identify the most suitable way of managing flood and erosion risk to local communities between Hunstanton and Wolferton Creek, whilst protecting the internationally important natural and historic environments along this stretch of coastline. Working together the Borough Council and the Environment Agency have involved representatives from local communities, businesses and Norfolk County Council, throughout the study period, to inform the Strategy.

1.2 The Strategy, the Executive Summary of which is attached as an Appendix, makes a number of management recommendations for the short term (next 25 years) and an approach to future management over the long term (next 100 years). These recommendations build on the policies published in the Wash

Shoreline Management Plan (SMP) published in November 2010, available on www.eacg.org.uk

1.3 The Strategy recommends an 'adaptable' approach to the future management of this coastline which does not preclude any future opportunities to further improve the standard of protection – dependent on available funding. The Borough Council adopted The Wash SMP in June 2010 (Cabinet CAB13, 17 June 2010; Council C20, 24 June 2010).

1.4 The WECMS project was set up in 2010 to take forward the policies set out in The Wash SMP. Working with the support of a local stakeholder group the project team developed a range of options for consideration. The stakeholder group has been chaired by Councillor Brian Long and administered by the Environment Agency (EA). The Council has been represented on the WECMS Project Team at officer level and the Project Board at Director and Cabinet Member level. The WECMS was published for public consultation between 28 July and 8 September 2014.

1.5 As well as setting out options for South Hunstanton to Wolferton Creek (Unit C) the WECMS also identifies options for Unit A Hunstanton Cliffs and Unit B Hunstanton Town.

1.6 In Unit A the recommended approach is a piloting scheme of low cost erosion reduction options which will reduce, but not stop, erosion. Pilot schemes will be monitored to assess their effectiveness in slowing down the rate of erosion. If one of these options was found to reduce erosion, then the local community could look to continue this into the future subject to available funding.

1.7 The recommendation for Unit B is to hold the line by maintaining the promenade and sea wall, including the groynes. The decision about how the promenade will be maintained in the long term does not have to be made until the existing structures have come close to the end of their structural life.

2. The Consultation Process

2.1 The public consultation ran from Monday 28 July 2014 until Monday 8 September 2014. Drop-in sessions were held in Hunstanton, Heacham and Snettisham. Organisations responding included Searles Leisure Resort; the Norfolk Geodiversity Partnership; the Eastern Inshore Fisheries and Conservation Authority (IFCA); the Hunstanton Cliff Top Residents; The Royal Society for the Protection of Birds (RSPB); Ken Hill Farms and Estate; the Marine Management Organisation (MMO); Norfolk County Council; Heacham South Beach Owners Association; the Sandringham Estate; and Natural England. An Environmental Report presenting the findings of a Strategic Environmental Assessment (SEA) of the Strategy was also subject to consultation.

3. Next Steps

3.1 In relation to the South Hunstanton to Wolferton Creek area (Unit C) earlier this year all parties agreed to participate in discussions with local stakeholders (mainly caravan site owners and land owners) to set up a Charitable Trust or

Community Interest Company (CIC) to manage contributions from the private sector. The Borough Council agreed to lead on these discussions with support from the EA and County Council. Norfolk and Waveney Enterprise Services (NWES) have provided support for this process. These discussions have been successful and a CIC is being formed by caravan park operators and landowners. This may lead to a requirement for a Borough Council contribution either as a one-off Capital sum or as an annual maintenance contribution from 2016/17 onwards (although we are not seeking approval for this at this stage).

3.2 On 6 May 2014 (CAB173) Cabinet agreed to contribute £50,000 to an interim funding package for the 2015/16 financial year alongside the County Council (£50K), from their Coastal Fund, and the Central Regional Flood and Coastal Committee (RFCC) (£50k), allowing time for the CIC to be established.

3.3 The Strategy will be presented to the Environment Agency's Large Projects Review Group (LPRG) for final ratification early next year.

4. Policy Implications

4.1 The report recommends approval of a new policy document.

5. Statutory Considerations

5.1 Under the Flood and Water Management Act 2010, district councils (as coastal erosion risk management authorities) have a fundamental role in managing and protecting the coastline by leading on coastal erosion management activities, leading and supporting coastal groups and producing SMPs through the relevant coastal group. The Borough Council is the Coastal Erosion Risk Management Authority responsible for the Hunstanton frontage.

5.3 The Coast Protection Act 1949 introduced the concept of a 'coast protection authority'; districts or unitary councils that are next to the sea. Local authorities have important powers on the coast and play a fundamental role in the management and protection of our coastline. Effective partnership working between the Environment Agency and local authorities is critical to successful coastal management.

5.4 On the coast, coast protection authorities:

- Lead on coastal erosion risk management activities;
- Do works on sea flooding and coastal erosion where they are best placed to do so, under the Environment Agency's overview and approval;
- Work closely with the Environment Agency for the best outcomes in managing flooding and erosion risks on the coast.

6. Financial Implications

6.1 It is unlikely that any works arising as a result of recommendations made within this Strategy would be fully funded by national government. This is due to the limited number of properties and infrastructure at risk of flooding and erosion. However, changes to the way government funding is allocated, introducing a partnership funding approach, makes it possible for government to part-fund works as long as local funding can be secured. This makes it possible for communities

to contribute towards managing their coastline to help reduce the risk of coastal flooding and erosion under a Partnership Funding approach.

6.2 The piloting recommendations for Unit A are currently not funded and are likely to qualify for only a limited amount (if any) of national government funding. Local funding sources will need to be found. The Strategy estimates that stretches of the Promenade and Wave Wall at Hunstanton (Unit B) may need to be replaced in 15-20 years' time. The Borough Council is responsible for the management of the Promenade and Cliffs as a Coastal Erosion Risk Management Authority.

6.3 Using the partnership funding approach, the options recommended by this Strategy for Unit B are only likely to attract a limited amount of national government funding due to the number of properties and infrastructure at risk of erosion. However, the economic value of tourism and recreation would need to be calculated and taken into account at the time that a funding bid is submitted and could positively influence the amount of national funding available. Any options taken forward in the future would need significant contributions from other local sources. Given that the Promenade is considered to be essential for Hunstanton's economic future it is likely that the majority of funding might need to be provided by the Borough Council when the time comes.

6.4 For Unit C there may be a need to consider a further one-off contribution to Capital works to improve the standard of defence on the frontage. These requirements will emerge from the direction that the CIC decides to take ranging from sustaining current standards to a variety of improvement options.

7. Risk

7.1 A strategic approach is needed to allow for the proper management of The Wash East Coast to take place, led by the Borough Council and Environment Agency.

7.2 In Unit A the Cliffs are an iconic structure protected as a Site of Special Scientific Interest (SSSI), which, together with the green and heritage structures on top, provide an important part of the overall attraction of Hunstanton as a seaside resort. A fine line needs to be struck between ensuring that the scientific interest and attractiveness of the Cliffs are not damaged, while protecting the green and structures on the cliff top from loss due to erosion.

7.3 For Unit B the beach, groynes and Promenade provide both a coastal defence and recreational function and are key elements of our coastal economic infrastructure. A failure to maintain and eventually replace the Promenade would leave the resort vulnerable to coastal erosion and flooding, with the consequent economic, social and physical impacts.

7.4 In Unit C if the continuation of the annual recycling exercise is not provided for the standard of protection for this stretch of coast will be lowered. This would be likely to lead to more Prior Evacuation Notices (PENs) being issued causing disruption to the coastal area. Any erosion or breaching that occurs during that year would be left unrepaired and open to further inundation and erosion, with potential damage to property and risk to life in these areas. As well as some 3,000 caravans, chalets and holiday homes, the area at risk includes some 600

permanent residences (mainly in Heacham), the Water Recycling Centre at Heacham, which also serves Hunstanton and a number of other villages; various tourism-related businesses; agricultural land; the RSPB reserve at Snettisham and part of the A149 between Dersingham and Ingoldisthorpe. The economic, social and physical impacts of not maintaining these defences are significant.

7.5 Overall in the Borough tourism expenditure supports an estimated 6,248 full time equivalent jobs directly as well as supporting a further 1,356 jobs through indirect expenditure and 689 jobs through induced expenditure (Tourism South East, 2012). There are estimated to be around 6.03 million day visits and approximately 640,000 staying visits, which are estimated to be worth £445 million per year to the local economy.

8 Equality Impact Assessment (EIA)

Pre screening report template completed and in background papers

9 Background Papers

WECMS Strategic Appraisal Report (StAR)
SEA Statement of Environmental Particulars
EIA

<https://royalhaskoningdhv.box.com/s/iy8yejsopxxv14xm4zje>

1 Executive summary

1.1 Introduction and background

Location and background

1.1.1 The Wash East Coastal Management Strategy (WECMS), hereafter referred to as “the Strategy”, covers some 13.5km length of coastline, on the Norfolk coast of The Wash, from Hunstanton Cliffs to Wolferton Creek. This stretch of coast has been chosen as appropriate for a coastal strategy for various reasons: the hinterland functions as a socio-economic unit with strong links to the coast; there is a coastal processes divide at the northern and southern ends; and the nature of the coastal defences and the hinterland changes sharply at these boundaries. There are around 1,100 residential properties, over 4,200 static caravans, key infrastructure, tourism amenities and agricultural land in the hinterland at risk of coastal flooding and erosion over the next 100 years. The 100 year present value Do Nothing flooding and erosion damages for the frontage are estimated as £113 million. This Strategy has divided the coastline into three distinct ‘units’, running from north to south, based on The Wash Shoreline Management Plan’s (SMP2’s) Policy Development Zones 2, 3 and 4 (PDZ2, PDZ3 and PDZ4):

- Unit A – Hunstanton Cliffs (SMP2 PDZ4);
- Unit B – Hunstanton Town (SMP2 PDZ3); and
- Unit C – Wolferton Creek to South Hunstanton (SMP2 PDZ2).

1.1.2 The agreed SMP2 policies are detailed below:

- Unit A (PDZ4) Hunstanton Cliffs – The intent is to continue Do Nothing for the first 50 years, but as cliff erosion starts to threaten the road and properties, the option of Hold the Line should be considered to sustain the properties and the road.
- Unit B (PDZ3) Hunstanton Town – The intent is to Hold the Line in order to sustain the viability of the town of Hunstanton as a tourist resort and regional commercial centre, with the caveat that economic justification for national funding (Flood Defence Grant in Aid – FDGiA) would require further justification; and
- Unit C (PDZ2) Wolferton Creek to South Hunstanton – The SMP found that it was not possible within its remit to develop a definitive long-term sustainable policy and concluded that a policy should be developed in partnership with local partners. For the short term the agreed intent of management was to Hold the Line, with the caveat that this was unlikely to receive 100% FDGiA, and local contributions would be needed.

1.1.3 In Unit A (Hunstanton Cliffs) and Unit B (Hunstanton Town), the Borough Council of King’s Lynn and West Norfolk is responsible for coastal protection. In Wolferton Creek to Hunstanton South (Unit C) coastal flood defence is managed by the Environment Agency.

History of flooding and coastal erosion

1.1.4 Unit A has never been defended, while Unit B has been defended from coastal erosion since 1885. The sea defences in Unit C have been developed since the existing natural defence failed catastrophically during the storm surge of 1953, with

Title	Wash East Coastal Management Strategy					
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the loss of 65 lives in the area. Prior to 1953, flood protection relied on the natural sand-shingle ridge along the beach, but a secondary landward flood embankment was constructed after 1953 to provide greater security to inland areas. Breaching of the sea defences occurred again in 1978 and major defence works (construction of hard defences and beach recharge) were undertaken in 1990/91 and again between 2001 and 2006. The Environment Agency and Borough Council provide an enhanced flood warning service (Precautionary Evacuation Notice) which has been activated four times in the last 20 years.

- 1.1.5 On 5th December 2013, a significant storm surge, affecting all of the North Sea coasts of Europe coincided at The Wash frontage with the peak of a high astronomical tide. In some locations, this 'Mandela storm' resulted in the highest water level ever recorded, exceeding the 1953 event. The event resulted in significant cliff erosion all through Unit A. In Unit B it caused significant flooding on and behind the promenade and led to exposure of construction joints and cracks on the promenade and sea wall. In Unit C there was widespread damage to the shingle ridge, including two breaches and back slope failure, resulting in voids in the revetment at Snettisham, reduction in height of the natural bank to the south of the Snettisham revetment and outflanking of the Heacham dam. There was no injury or loss of life, but there was some damage to caravans and disruption of services to the dwellings at Shepherd's Port. The repair of the damages has been included in the national recovery programme established after the Winter Floods.

1.2 Problem

- 1.2.1 For Unit A, the nationally designated cliffs are undefended and are gradually eroding at a rate of up to 3 metres per ten years due to a combination of waves and groundwater processes. The cliff erosion provides an important geological interest and landscape feature, and has a positive (but limited) impact as a source of sediment for Units B and C. On the other hand, continued erosion is likely to threaten a listed lighthouse, important historic features and recreational use of the cliff top in the short term, and will threaten the B1161 Cliff Parade (cliff top road) and properties in the long term. In addition, works to counter erosion will not justify significant FDGiA so they would have to be funded by other sources. The Shoreline Management Plan's (SMP2's) agreed intent of management was to allow the cliffs to continue eroding for the next two epochs and consider intervention at an appropriate time to prevent the loss of the road and properties (estimated in epoch 3).
- 1.2.2 Unit B is at risk of coastal erosion. The shoreline here is heavily managed, with the higher ground protected from coastal erosion by a promenade and sea wall. Beach levels are maintained by timber groynes. There is uncertainty about the need for the on-going maintenance and effectiveness of the groynes to maintain acceptable beach levels. This area has significant recreation and amenity value, as well as being a regional commercial centre. The Shoreline Management Plan (SMP2) states an aspiration of 'Hold the Line' over the next three epochs, but more work would be needed to make the economic case, and to identify the appropriate mix of FDGiA and local funding. Future policy for Unit B will be influenced by the potential for changing management policies for the neighbouring Units A and C.
- 1.2.3 For Unit C, the primary issue is flood risk, and the consequent risk to life in a large community in the low lying area directly behind the flood defence. This defence needs continuous maintenance through annual beach recycling. The Strategy has confirmed that the existing defence provides a Standard of Protection that varies from 1:50 per year (at South Hunstanton), to as low as 1:10 per year locally near Shepherd's Port – which was confirmed by the two breaches in the December 2013 storm. Prior to the Strategy, there was uncertainty as to whether current

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maintenance is environmentally and economically sustainable beyond the short term. The shingle ridge also provides protection to saline lagoons, an internationally designated habitat. An earth embankment forms a secondary line of defence which protects further settlements inland. However, it is doubtful whether retreating to this existing sea-bank is a realistic option because this would require large scale adaptation of the area between the lines, the sea-bank was not designed as a frontline defence, and there is the potential impact on the designated saline lagoon habitat. Continued investment in flood defence for this Unit is likely to require significant funding to supplement the available FDGiA.

Environmental and Heritage Designations

- 1.2.4 The entire frontage is part of The Wash and North Norfolk Coast Special Area of Conservation (SAC), The Wash Special Protection Area (SPA), The Wash Ramsar Site and The Wash Site of Special Scientific Interest (SSSI). In addition the saline lagoons located in Unit C are designated SAC and SPA. There is a geological SSSI at the cliffs in Unit A, which requires regular cliff erosion to maintain the geological interest, in addition to a large number of locally designated sites.
- 1.2.5 There are heritage issues which need consideration. The Hunstanton Conservation Area is in Units A and B, and the Heacham Conservation Area is in Unit C. Both Conservation Areas contain regionally and nationally important heritage assets, including listed buildings and scheduled monuments which are at risk of flooding or coastal erosion.
- 1.2.6 There is a conflict between the geological SSSI at the cliffs and the Fulmar breeding colony, which both benefit from erosion, and the heritage assets on the cliff top which are at risk from erosion. Likewise there is some uncertainty over the long-term sustainability (economically and environmentally) of the shingle ridge, which protects the saline lagoons (which are designated SAC and SPA). Any study looking into coastal management of this area will need to find a balance between these competing factors.

The need for a strategic approach

- 1.2.7 The main conclusion from the Shoreline Management Plan was that this frontage needed an integrated strategy study that covered the whole area from Hunstanton Cliffs to Wolferton Creek, due to the links between coastal processes and the strong socio-economic coast-related links throughout the area. Any management plan will need to take a long-term view as it will substantially determine the socio-economic future of the area. There is a need to work with the communities and businesses, to involve them in decision making and discuss how they can contribute to the required investments, and to plan in advance for potential future coastal adaptation. The long term impact of the management of the cliffs (Unit A) will need to be considered alongside the sustainability of the Hold the Line policy for Hunstanton Town (Unit B), and potential adaptation options for the low lying areas between Hunstanton and Wolferton Creek (Unit C).

Stakeholder engagement and external funding

- 1.2.8 Another key recommendation of the SMP was the need to develop the strategic approach through collaborative partnership working with local communities, businesses and other stakeholders. This process was started at the end of the SMP, when the Borough Council of King's Lynn and West Norfolk and the Environment Agency set up a local Key Stakeholders Group (KSG) representing residents, businesses and local organisations, including Natural England (NE) and the County

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Council. This group was then involved in the development of a Coastal Pathfinder Project to investigate local funding mechanisms for coastal protection. Through this group a dialogue has been started with the community and businesses to help those most affected by coastal management understand the issues, and identify opportunities for local funding. The KSG has continued to play an important role in each milestone of the Strategy; in addition an Advisory Group has been established with representatives from the KSG, with a role to contribute local knowledge and information. The full membership list of both the KSG and the Advisory Group is included in the Stakeholder Engagement Plan in **Appendix X**

Objectives for the strategy

1.2.9 In consultation with the KSG and AG the following objectives have been set for the Strategy:

- To determine a sustainable approach to flood and erosion risk management for the people, property and environment between Hunstanton Cliffs and Wolferton Creek;
- To identify and promote a coastal management approach that balances technical, environmental, economic and social issues for The Wash East frontage;
- To improve our knowledge of relevant coastal processes, where necessary, to inform key project decisions and the study completion;
- To build on the Pathfinder project to improve public understanding of coastal management issues for Wash East, to gain public support for any changes in approach to coastal management and to pursue possible third party funding mechanisms; and
- To identify appropriate responsibility for future coastal management.

1.3 Options considered

Decision pathways

1.3.1 For various parts of the frontage this Strategy combines high uncertainty about future developments with strongly contrasting interests. As a result, it is not yet possible to determine a set coastal management approach that is best for the next 100 years. A better approach is to develop a Decision Tree that sets out the potential future changes in the coast, the possible timescale and nature of necessary decisions, and the factors that will trigger these decisions. The result is a managed-adaptive Strategy. It starts with a firm decision for the short term, described within this document, which takes full account of decision pathways in the longer term. An essential part of this is a clear process for monitoring potential trigger parameters and for reviews to enable updates to the Strategy as a better understanding of future developments is established.

1.3.2 In developing the Strategy it is essential to recognise that the decisions made now can rule out some future policy options that may prove preferable in the longer term. Therefore, the appraisal of options in this Strategy needs to take account of their long-term impact i.e. appropriately managing the impact of decisions made now for future generations.

1.3.3 For Unit A, the triggers for decisions occur when the erosion reaches particular features such as the Lighthouse (expected in some 20 years' time), the chapel ruins and ultimately the road and properties. However, the more gradual reduction in size of the cliff top green can also trigger a decision. It has to be recognised that both

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decision making and implementation take time, and that the rate of erosion can vary over time, which means that decisions have to be made sufficiently early. Decisions would relate to whether and where to intervene to stop or slow down erosion; and this will require monitoring.

- 1.3.4 For Unit B, the triggers relate to the structural stability of the existing promenade and seawall. Only when the wall needs replacing, is a decision essential on whether and how to do so. In addition there can be socio-economic drivers, for example if there is an ambition and an opportunity to invest in improvement of the seafront. In practice, decisions for this unit concern how to continue holding the line.
- 1.3.5 For Unit C, decisions could be triggered by combinations of three developments: if funding (from any source) for continued defence management becomes insufficient, if the environmental impacts of defence management become unacceptable or if the frequency of flood evacuations becomes unacceptable. Decisions for this Unit concern whether or not to continue holding the line, and the type and standard of the defences. The Strategy recognises (for each unit, but for Unit C in particular) that there will be a need for a regular (e.g. five-yearly) review to reassess the approach in relation to triggers and decision points, supported by the continuation of the current monitoring regime in agreement with Natural England.

From longlist to shortlist to preferred option

- 1.3.6 For all units, workshops were held with the project team and Advisory Group to select a shortlist of options. A wide range of flood and erosion risk management options were considered:
- Do Nothing
 - Do Minimum
 - Defend – hard
 - Defend – soft
 - Defend – combinations of the above
 - Adaptation
- 1.3.7 In addition to options per unit, the Strategy also assessed the potential of broad scale technical options that could cover all three units.
- 1.3.8 The longlist assessment took place against economic, social and environmental criteria, developed as part of the Strategic Environmental Assessment. This also included affordability of the options, which is related to the likelihood and level of national funding, and the local funding required. The level of national funding available depends on the benefit that an option provides. During the workshop, the Advisory Group were presented with an estimated range of costs, based on engineering judgement, for each longlisted option. In order to provide an appreciation of the local funding contributions required, the Advisory Group were also presented with the average costs per year for each option, based on one hundred years.
- 1.3.9 For Unit A, the first strategic decision point is the present day. The Strategy needs to decide whether cliff erosion needs to be stopped or slowed down now, and, if so, how and where. The decision is needed now because, even though it will take an estimated 20 years for erosion to reach the Lighthouse, implementation of solutions takes significant time and erosion is irreversible. The longlisted options for Unit A range from localised methods to slow down cliff erosion, to full scale hard defences to stop erosion, using softer options to improve beach volumes. Continuation of the current Do Nothing approach and the associated adaptation was also considered.

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The Key Stakeholders Group showed a clear consensus that it is not realistic or desirable to stop erosion, but that ways of locally slowing it down, through piloting of innovative solutions, should be explored. Based on this consensus, the Strategy team concluded that the strategic decision for this unit had effectively been made, and there was no need to follow the standard shortlisting process to determine the preferred option.

1.3.10 For Unit B, the first strategic decision point is in the future. The existing sea wall and promenade are functioning well as a defence and are expected to do so for another 15 to 20 years. The longlist options for Unit B therefore focused on sustaining sea defence after this period, containing a range of options, including replacing the current promenade with alternative hard defences, but also softer options to create a higher beach and foreshore, and combinations of hard and soft defence. Assessment of these options with the Key Stakeholders Group, and wider consultation within the Borough Council of Kings Lynn and West Norfolk showed a clear consensus that the strategic direction for Hunstanton Town is to sustain the promenade and seawall – doing less or more is not realistic. Similar to Unit A, the Strategy team was able to use this consensus to decide that effectively the strategic decision for this unit had been made and there was no need to follow the standard shortlisting process to determine the preferred option.

1.3.11 For Unit C, the first strategic decision point is in the short term. Using the extensive historical dataset gathered for this unit, the Strategy confirms that the current approach is sustainable from a social, environmental and economic perspective, at least up to the point when the hard defences need to be replaced (expected around 2050), but only if enough funding continues to be available, from national and local sources. The required strategic decision therefore is how to continue flood defence to the properties and businesses, recognising that this may become unaffordable in the future. The longlist of options for Unit C contained options for Holding the Line, considering combinations for the choice of material (hard or soft) and the Standard of Protection provided (reduce, sustain or improve). The longlist also considered options in which the line of the defence is changed. This could be in a landward direction: localised managed realignment (where there are no properties at risk), management of the secondary line or compartmentalisation. The line could also be changed in a seaward direction, for example through large scale beach nourishment, construction of groynes or offshore breakwaters, or even a barrier that encloses the whole of The Wash. Continuation of the Precautionary Evacuation Notice procedure for incident management was assumed for all the options.

1.3.12 The longlist assessment concluded that continuation of the current approach could be acceptable, but other options should be considered too.

- In terms of materials: increasing the extent of hard defences has pros and cons that should be considered in a next, more detailed step; for the strategy the same balance of hard and soft is assumed.
- In terms of protection levels: improvement is desirable and a decrease would be undesirable, but this depends on local funding contributions, so both have to be retained for the shortlist.
- In terms of alignment: the existing groynes are effective and the strategy assumes they will continue to be maintained. Larger seaward changes, such as mega-nourishment ('sand engine') or Wash Barrier are not shortlisted as they are unlikely to be justifiable for Wash East alone, but they may help to achieve the Strategy's objectives if progressed through other drivers. Landward changes such as compartmentalisation can be part of wider options, to be developed in a next, more detailed step, but the focus of the

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shortlist is on the frontline, reflecting the high value of the assets directly behind it.

- Landward managed realignment could create new habitats with associated economic benefits and reduce the length of defences to be maintained; however, there is unlikely to be Environment Agency habitat creation funding for this type of habitat in this area. On this basis Managed Realignment was not taken forward to the shortlist. However, this option is promising for the medium term, depending on landowner interest, and the Strategy supports further exploration if landowners wish to pursue this.

1.3.13 These considerations have informed the development of the shortlist for Unit C, which consists of a range of Hold the Line options for the frontline, defined by the Standard of Protection to be achieved (and associated investment level) and by how the Standard of Protection varies from North to South. The shortlisted options are as follows:

- Do Minimum: continuing the current annual recycling and maintenance regime, but without regular upgrades. This is a low-cost option but it will lead to gradual deterioration of the defences until the area will have become unsustainable for caravan parks or agricultural use in approximately 30 years.
- Sustain Defence Standard: continuing the current annual recycling and maintenance regime, plus ten-yearly recharge and refurbishments, plus replacement of hard structures as needed. This will sustain the existing defence standard (varying between 1:10 per year and 1:50 per year).
- Four improvement options with different combinations of improvement levels and of how these improvements are focused on the northern section (Hunstanton – Heacham) and southern section (around Shepherd’s Port) of the unit. Each option includes initial investment to improve the standard of protection, followed by annual recycling and maintenance, ten-yearly recharge and refurbishment and replacement of hard structures as needed to sustain the new standard. The four improvement options are as follows:
 - Equal Improvements 1: initial limited improvement of all defences to 1:50 per year for the northern section and 1:20 per year for the southern section;
 - Equal Improvements 2: initial significant improvement of all defences to 1:75 per year for the northern section and 1:50 per year for the southern section;
 - Equal Standards 1: initial improvement of all defences to a 1:50 per year standard;
 - Equal Standards 2: initial improvement of all defences to a 1:75 per year standard.

1.4 Preferred option

Description

1.4.1 For Unit A, continued erosion is desirable from some points of view, but undesirable from others. In addition, measures to stop or slow down erosion are costly and subject to technical uncertainties. As indicated in Section 1.3.9, the strategic approach is a Piloting Scheme which will determine a socially, environmentally and economically acceptable option to reduce, but not stop, erosion. The Piloting Scheme will look at multiple methods of reducing erosion and will have a strong

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monitoring and research element. If one method was found effective, then the local community could look to continue this into the future.

- 1.4.2 Potential methods have been initially assessed in the Strategy to support the initiation of piloting following Strategy approval. It concludes that base netting across a 200 metre length in front of the lighthouse is the suggested first option for trialling, in combination with drainage measures to prevent slumping (and this forms the basis for the Strategy's cost estimate and Strategic Environmental Assessment). If this does not perform satisfactorily, then subsequent options would be sand bags, gabions and a rock sill (in that order). Beach nourishment works at a larger scale are very unlikely to be affordable for this purpose only, but if there are clear additional benefits (such as tourism), and there is potential to combine it with Unit B, then the Strategy recommends that the Borough Council work with its partners and the local community to explore this option further during the next stage of the project.
- 1.4.3 For Unit B, the sea wall and promenade need to be sustained. This supports the Hunstanton Regeneration Masterplan ambitions for the future: the promenade and seawall are essential for Hunstanton, but more expensive and ambitious options for the frontage are not realistic without private sector investment or further public sector funding, which is unlikely. The preferred strategic approach is therefore to sustain the promenade, seawall and groynes, and replace them when needed. The promenade has a residual life of 15-20 years. Beach recharge would benefit structural stability while also providing tourism benefits, but its viability has not been confirmed.
- 1.4.4 The Strategy has undertaken an initial assessment of options to implement the preferred strategic approach, in order to support the Borough Council of King's Lynn and West Norfolk's long term planning. The most likely candidate is a replacement of the promenade and seawall (and this forms the basis of the Strategy's cost estimate and Strategic Environmental Assessment) within the next 15-20 years. Alternatives are a rock revetment or beach recharge.
- 1.4.5 For Unit C, the appraisal confirmed that the shortlisted Hold the Line options differ only slightly at a strategic level and are all acceptable from an environmental and socio-economic perspective. Economic assessment has shown that likely FDGiA levels are approximately 25%. Discussions with partners have confirmed that local authorities and businesses are likely to be willing to contribute the remaining 75%. This means that the ultimate selection of the preferred option should be determined by local considerations and affordability. However, establishing a full funding framework and ultimate selection of the preferred sub-option is outside the scope of the Strategy.
- 1.4.6 As a result, the Strategy's preferred approach to Unit C is to continue to protect people, properties, caravan parks and environmental assets for the foreseeable future, until a trigger point is reached in terms of environmental impacts, affordability and risk to life. For the short term, the strategic approach is therefore to hold the current Line.
- 1.4.7 The Strategy has determined which of the sub-options is economically preferred according to Treasury Rules. However, the economically preferred option is still relevant because it sets the ceiling for the FDGiA contribution to future works. The economically preferred sub-option is Equal Improvements 2. The SEA has confirmed that this is also acceptable from a social, environmental and economic perspective, including impact on future decision pathways and flexibility to cope with climate change. This decision applies for the short and medium term, subject to regular (e.g. 5-yearly) review and until the next trigger for decisions is reached.

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- 1.4.8 Equal Improvements 2 improves the standard of protection to a 1 in 50 chance of flooding in any one year around Snettisham and to a 1 in 75 chance of flooding in any one year around Hunstanton/Heacham. Each area would require a similar level of investment. Initial significant investment would be required to improve the standard, followed by recycling, recharge and refurbishment as needed to maintain the improved standard of protection (taking account of climate change). The overall result would be a significant reduction in flood risk, which would be similar for both areas.

Environmental considerations

- 1.4.9 For Unit A, key environmental issues are the SSSI's geological and biological interest, the habitat the cliffs provide for nesting birds, landscape character (the cliffs, and views of them, are the most distinctive features), and the amenity and recreational value of the beach. Options to reduce wave energy across the beach (e.g. by nourishment or recycling) improve the attraction of the beach to visitors and locals, but cover the exposed chalk material on the beach. Options that allow continued erosion of the cliffs from the top help to maintain the SSSI geological and biological interest. They also allow nesting birds to continue to use the cliff face. Options that reduce the overall beach size could potentially impact the number of visitors to the area and reduce the amenity and recreation value of the beach. Timing of works and maintenance activities need to be considered, as these could potentially disturb nesting birds. For Unit A, the emphasis should be on low regret options. For example if an option is not found to be effective, it must be easily removable with little impact on the beach and cliffs. It should also aim to work with natural processes by utilising methods to collect fallen cliff material at the toe of the cliff which can then be used to initiate protection against waves at the cliff toe.
- 1.4.10 Unit B is not a significant source of sediment for Unit C and therefore options to reduce cliff erosion are unlikely to impact the internationally designated sites to the south. The Hold the Line strategic approach would result in little or no impact on the Water Framework Directive designated water bodies due to the likely small scale of any works. It would protect designated and locally important heritage features found on the landward side of the defences. It would maintain the existing landscape character of Hunstanton, although the existing seascape could be affected if a replacement structure was constructed (although the preferred option is to sustain the promenade and sea wall, and replace it when needed). There would be a positive impact on the local community as community assets and residential properties would be protected. In conclusion, the preferred strategic approach does not represent a significant change from the present, so there are very few potential impacts.
- 1.4.11 The preferred option for Unit C protects all residential properties, manages risk to life and maintains the resilience of the local economy. It protects recreation and amenity features and maintains the condition of the water bodies. Most sub-options also protect Unit C against climate change. They allow sufficient flexibility to change policy in the future. The preferred option continues to protect the saline lagoons. It is part of the preferred option to continue monitoring and review of the impact of recycling on Snettisham Scalp in close consultation with Natural England and the RSPB.

Benefits

- 1.4.12 The benefits of an option are calculated as the expected reduction in flood and erosion damages that it will cause over its whole life. They are derived by calculating the total damages (losses) with the option in place, and subtracting these from the damages under a Do Nothing scenario. This captures economic damage to property,

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infrastructure, public health, tourism, recreation, agriculture and the environment. All benefits and costs are considered over a period of 100 years from the present day. Future costs and benefits are discounted to their present value using the Treasury discount rates of 3.5% for years 0-30, 3.0% for years 31-74 and 2.5% for years 75-100.

- 1.4.13 For Unit A, the present value (PV) benefit (damage avoided) of the preferred strategic approach of a Piloting Scheme for cliff toe protection is approximately **£34,000**. The Do Nothing damages in Unit A result from the expected future loss of three shelters, a café, and the Lighthouse, plus the cost of the emergency services resulting from an erosion event.
- 1.4.14 For Unit B, the PV benefit (damage avoided) of the preferred strategic approach of Hold the Line (sustaining sea wall and promenade) is approximately **£1.6 million**. The Do Nothing damages in Unit B result from the future loss of 30 residential properties (apartments), a variety of non-residential buildings and emergency services costs. This value is an underestimate because it does not incorporate the impacts that would occur on tourism and recreational enjoyment. This will have to be reviewed at PAR stage when works are proposed.
- 1.4.15 For Unit C, the PV benefit (damage avoided) of the preferred strategic approach of Equal Improvements 2 is approximately **£100 million**. The Do Nothing damages in Unit C result from the loss of 573 properties (317 residential, 256 non-residential and 250 beach bungalows), relocation of holiday parks, loss of recreational enjoyment, loss of tourism, loss of agricultural land, impacts of flooding on human health, emergency services costs, and disruption caused by flooding of the A149.

Costs

- 1.4.16 For Unit A, the preferred strategic approach of a Piloting Scheme for cliff toe protection has a PV cost of approximately **£1.6 million**. The initial investment is estimated at £650,000, with £20,000 for subsequent annual maintenance, management and monitoring and a 25-year replacement interval.
- 1.4.17 For Unit B, the preferred strategic approach of Hold the Line (sustaining sea wall and promenade) has a PV cost of approximately **£15 million**. This includes £65,000 per year of ongoing maintenance costs up to around 2035, followed by a £15 million investment to replace the promenade and seawall.
- 1.4.18 For Unit C, the preferred strategic approach of Equal Improvements 2 has a PV cost of approximately **£22 million**. This consists of an initial investment of £6 million, followed by average costs around £275,000 per year to cover annual recycling, 10-yearly recharge and further maintenance to sustain the improved standard.

Economic summary, outcome measures and priority

- 1.4.19 For Units A and B, the benefit-cost ratios (BCRs) for the preferred strategic approaches are both less than 1 (0.02 for Unit A and 0.1 for Unit B). This means that the calculated benefits are too low to justify expenditure on the preferred strategic approach and there will be very little national funding (FDGiA) available. For Unit B, this conclusion is likely to change if recreational and tourism losses are included within the benefit assessment.
- 1.4.20 For Unit C, the BCR for the preferred strategic approach is 4.54. It has an incremental benefit-cost ratio (IBCR) of 2.41 compared to Do Minimum, which has the highest BCR at 9.97. The fact that the IBCR exceeds 1 means that the higher

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benefits of Equal Improvements 2 outweigh its extra costs, resulting in its selection as the economically preferred option.

Funding and contributions

- 1.4.21 The results of the economic analysis have been applied to the Flood Defence Grant in Aid (FDGiA) calculator to determine the indicative level of funding that might be available.
- 1.4.22 For Unit A, very little, or no, national funding will be made available to reduce cliff erosion. Options to reduce erosion within the overall preferred strategic approach will have to be funded by other sources or locally. Subsequent studies will need to review the opportunities for attracting funding to support the Piloting Scheme.
- 1.4.23 For Unit B, the conclusion is the same – based on the current calculations no national funding will be available for coastal protection, but this conclusion may change if an assessment of tourism and recreation benefits shows that the resulting total benefits exceed the estimated costs. In addition, funding for the works is likely to come mainly from the Local Authorities' own funds. There is, however, the potential for opportunity-driven improvements, even before the existing promenade and sea wall reach the end of their structural life. Regeneration or development opportunities on the sea front could generate funding for works to improve the existing defences (although perhaps beyond the Borough Council of King's Lynn and West Norfolk's regeneration plans). The residual life trigger point of the promenade provides a good indication of the timing of works.
- 1.4.24 For Unit C, the majority of the FDGiA contributions come from economic benefits (Outcome Measure 1) with a small amount from Outcome Measure 2 (households better protected against flooding). The conclusion from the FDGiA calculator is that the preferred strategic approach, over its 100 year life, would receive £6 million from FDGiA and £16 million would be required from external contributions.
- 1.4.25 The Strategy has carried out significant work to develop a mechanism that enables collation of local contributions in a manner that is legal and practical, and as equitable and risk-based as possible. It identified that there are no existing tailored funding mechanisms that could achieve this purpose. The local contributions will have to be voluntary and contractually confirmed. The most suitable way forward is the establishment of a Community Interest Company which collates voluntary contributions from beneficiaries (especially directly affected caravan parks and agricultural landowners at risk of flooding), and also collates contributions from local authorities (Norfolk County Council and BCKLWN, possibly the Parish Councils) and possibly Anglian Water to reflect the indirect benefits of the wider community.

Key delivery risks

- 1.4.26 The key delivery risks and the availability of funding to carry out the works and associated management and monitoring. For Unit A (and possibly Unit B), the works rely fully on local contributions, for Unit C (and possibly Unit B), some FDGiA funding is available but significant local contributions are needed. This risk has been mitigated by significant effort in the course of the Strategy to explain the challenges and establish local partnerships.
- 1.4.27 Another key risk is the potential for environmental impacts in this sensitive area. Key impacts are the cliffs in Unit A and Snettisham Scalp and the saline lagoons in Unit C. The Strategy recommends a strong monitoring and review element for all units, linked to the proposed trigger-based managed adaptive approach.

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1.5 Recommendation

- 1.5.1 For all units, the Strategy will need to be followed by a project to secure funding and prepare implementation of the preferred option (which will be a Project Appraisal Report (PAR)) in order to secure national funding.
- 1.5.2 For Unit A, this PAR will make the definitive choice of the first piloting option to be constructed, based on a more detailed review of the costs and technical impacts. This PAR will be taken forward by the Borough Council of King's Lynn and West Norfolk and its partners, and will need to set out how to fund the pilot works and future maintenance of the pilot. Undertaking the PAR itself is also likely to require funding from sources other than National Government.
- 1.5.3 For Unit B, a PAR will only be needed when it becomes necessary to develop and confirm the method of implementing Hold the Line. The PAR should include reviewing the regeneration or development opportunities on the sea front, to support the generation of funding for the works.
- 1.5.4 For Unit C, a PAR will be needed to further develop the costs and options to deliver the preferred strategic approach of continuing the current situation, in terms of the level of protection and defence type. A key element of this PAR will be confirming the level of national and local contributions. It is essential that the PAR focuses on a no regret solution for Unit C that avoids early significant investment which could necessitate high maintenance costs in the future.
- 1.5.5 For all units, there will need to be project level environmental, Water Framework Directive and Habitats Regulation assessments, as well as a comprehensive monitoring programme.

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