



**Cabinet**  
**Tuesday, 5th April, 2016 at 5.30 pm**  
**in the Committee Suite, King's Court, Chapel Street,**  
**King's Lynn**

**Reports marked to follow on the Agenda and/or Supplementary Documents**

3. **URGENT BUSINESS** (Pages 2 - 5)

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.

**POLLING STATIONS REVIEW – EU REFERENDUM – LATE ITEM**

10. **CHILD PROTECTION POLICY UPDATE** (Page 6)

**Contact**

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**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>  St Margaret's with St Nicholas	Mandatory/	(a) Be entirely within cabinet's powers to decide NO		
	Discretionary /	(b) Need to be recommendations to Council YES		
	Operational	(c) Be partly for recommendations to Council and partly within Cabinets powers – NO		
Lead Member: Councillor Nick Daubney E-mail: <a href="mailto:cllr.nick.daubney@west-norfolk.gov.uk">cllr.nick.daubney@west-norfolk.gov.uk</a>		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Mary Colangelo E-mail: <a href="mailto:mary.colangelo@west-norfolk.gov.uk">mary.colangelo@west-norfolk.gov.uk</a> Direct Dial: 01553 616281		Other Officers consulted:		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO	Risk Management Implications NO

**Cabinet date: 5 April 2016**

**POLLING DISTRICT AND POLLING PLACE REVIEW – EU REFERENDUM - 23 JUNE 2016**

**Summary**

This report presents to Cabinet a revised Polling District and Polling Place Review Schedule. The reason for the change is that the existing polling station is not available for the Referendum.

**Recommendation**

The attached Polling District and Polling Place Review Schedule is adopted for the EU Referendum, and reverts back to the existing Schedule for future elections.

**Reason for Decision**

To ensure that the Council meets its statutory obligations.

**1. Introduction**

Members will be aware of the Council's duty to undertake a review of the polling districts and polling places in respect of Parliamentary electoral areas that fall within the boundaries of the Borough. This overall review was last conducted in 2013, but it is the Returning Officer's responsibility to keep polling stations under review.

## 2. Proposals

Following the announcement of the EU Referendum date for 23 June 2016, the Red Cross Hall, Austin Fields, King's Lynn is not available for use as a Polling Station on this day, therefore, as required, the Returning Officer has made alternative arrangements to use Kettlewell House for this Referendum only.

<b>Polling Place</b>	<b>Existing Polling Station</b>	<b>Proposed Polling Station</b>
St Margaret's with St Nicholas	Red Cross Society, Austin Fields, King's Lynn. PE30 1PH	Kettlewell House, Austin Fields Industrial Estate, King's Lynn, PE30 1PH

The relevant new pages of the Polling District Review Schedule and maps can be found at Appendix 'A'.

## 3. Policy Implications

None.

## 4. Financial Implications

None.

## 5. Statutory Considerations

Publishing the Polling District and Polling Place Review Schedule is a statutory requirement.

## 6. Risk Management

The Council's risk management system is integrated with the Polling District and Polling Place Review, so the risks associated are identified and linked.

## 7. Access to Information

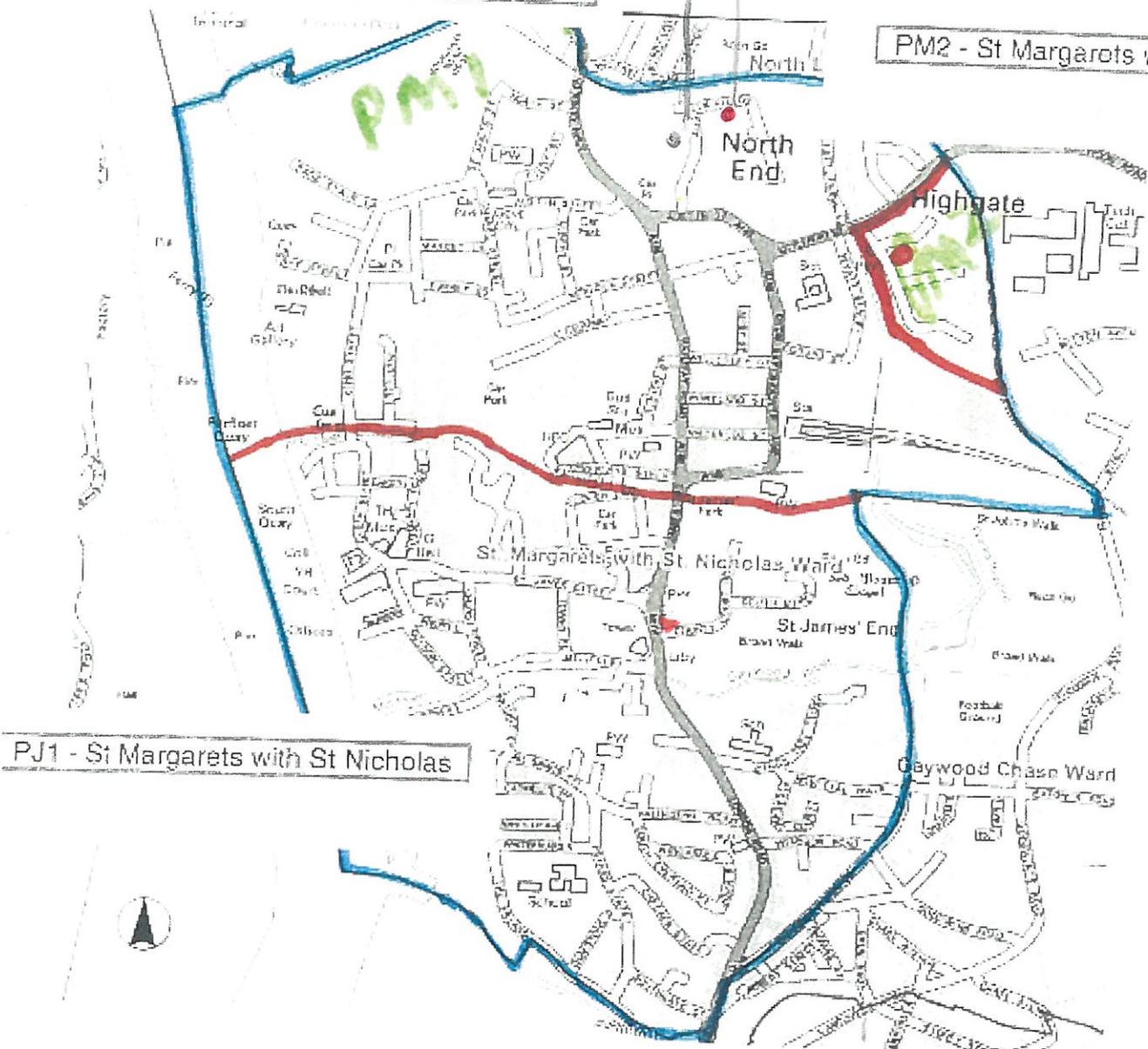
Background information as referenced in the Polling District and Polling Place Review Schedule.

<u>Ward</u>	<u>Map Reference/Polling District</u>	<u>Area of Polling Place</u>	<u>Polling Station</u>	<u>01.4.2016</u> <u>Ward Electorate</u>
<b>St Margaret's with St Nicholas</b>	<b>(78)</b> PM1 – St Margaret's with St Nicholas	A line drawn from the centre of the river on the southern side of the Customs House and running east and then south east along the northern side of Clough Lane. Then crossing St. James Road at the swimming pool and continuing south of St. John's Church to the western end of St. John's Walk. Turn south and follow the route of Mayor's Avenue and on down the centre of the road which fronts Windsor and Guanock Terraces and Guanock Place. Turn south along a short section of London Road and then west along the southern side of the area known as The Friars and out to the centre of the river, at which point turn northwards back to the starting point.	(A separate room at the rear of) Kettlewell House, Austin Fields Industrial Estate, King's Lynn, PE30 1PH.	1,222

Red Cross  
Kettlewell  
House

PM1 - St Margarets with St Nicholas

PM2 - St Margarets with St Nicholas



PJ1 - St Margarets with St Nicholas

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5 Borough Council of King's Lynn and West Norfolk LA086045.2000

## **Cabinet 5<sup>th</sup> April 2016 – Item 10 Child Protection Policy Update – Correction**

An updated version of the Council's Child Protection Policy will be considered by Cabinet on 5<sup>th</sup> April 2016. The version of the Policy circulated with the agenda for the meeting contains an error in that the wrong information is shown under Appendix G. The correct text for Appendix G is given below.

### **Appendix G**

#### **POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

##### General Principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the Borough Council complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificates information and has a written policy on these matters, which is available to those who wish to see it on request.

##### Storage and Access

Certificate information is never kept on an application's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

##### Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificate or certificate information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

##### Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

##### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is absolutely necessary. This is generally for a period of six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six-months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access with prevail.

##### Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the Disclosure was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Agreed by Cabinet March 2008

Updated December 2012 to reflect change to DBS service

Updated version confirmed as still current September 2015