

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



# **Environment and Community Panel**

## **Agenda**

Tuesday, 2nd June, 2020  
at 3.00 pm

in the

**Remote Meeting on Zoom and available for  
the public to view on [WestNorfolkBC on You  
Tube](#)**



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

Friday 22<sup>nd</sup> May 2020

Dear Member

**Environment and Community Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 2nd June, 2020 at 3.00 pm** as a **Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Apologies for absence**

To receive any apologies for absence.

**2. Minutes (Pages 4 - 9)**

To approve the minutes of the previous meeting.

**3. Declarations of interest**

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

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

**4. Urgent Business**

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

**5. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

**6. Chair's Correspondence**

If any.

**7. Officer Update - current situation and impact on the Panel Work Programme (5 minutes)** (Verbal Report)

**8. Quarter 3 Performance Monitoring Report (20 minutes)** (Pages 10 - 15)

**9. Work Programme and Forward Decision List** (Pages 16 - 20)

**10. Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 14<sup>th</sup> July 2020 at 3pm on Zoom and will be streamed live on You Tube.

To:

**Environment and Community Panel:** Miss L Bambridge, C Bower (Vice-Chair), A Bubb, A Bullen, S Collop, M de Whalley, A Kemp, J Kirk, J Lowe, C Sampson (Chair), S Squire and M Wilkinson

**Portfolio Holders:**

Councillor B Long – Leader of the Council

**Officers:**

Martin Chisholm – Assistant Director

Ged Greaves – Senior Policy and Performance Officer

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**ENVIRONMENT AND COMMUNITY PANEL**

**Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 3rd March, 2020 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor C Sampson (Chair), L Bambridge, C Bower, A Bubb, A Bullen, S Collop, M de Whalley, A Kemp, J Lowe, S Patel (substitute for J Kirk), S Squire and M Wilkinson.

**PORTFOLIO HOLDERS:**

Councillor R Blunt – Portfolio Holder for Development  
Councillor I Devereux – Portfolio Holder for Environment  
Councillor E Nockolds – Portfolio Holder for Culture, Heritage and Health

**PRESENT UNDER STANDING ORDER 34:** Councillor A Ryves

**OTHER MEMBERS IN ATTENDANCE:** Councillor J Ratcliffe

**OFFICERS:**

Martin Chisholm – Assistant Director Operations and Commercial  
Sarah Dennis – Partnerships and Funding Officer  
Richard Fisher – Arboricultural Officer  
Dale Gagen – Assistant Director Companies and Housing Delivery  
Dave Robson – Environmental Health Manager  
Henry Saunders – Climate Change Officer

**BY INVITATION:**

Michael Deakin – Shelter  
Sam Nurse – Money Advice Hub

EC76: **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Kirk.

EC77: **MINUTES**

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

EC78: **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC79: **URGENT BUSINESS**

There was none.

EC80: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Ryves – all items.

EC81: **CHAIR'S CORRESPONDENCE**

There was none.

EC82: **ADVICE SERVICES UPDATE**

The Chair welcomed Michael Deakin from Shelter and Sam Nurse from the Money Advice Hub to the meeting.

The Partnership and Funding Officer reminded the Panel that they had previously received an update on Advice Services in September 2018. The Information and Advice Services contract had been re-tendered in 2019 and this was the first update from the new partners.

The Panel received an update from Michael Deakin from Shelter, as attached.

The Chair thanked Michael Deakin for his presentation and invited questions and comments from the Panel, as summarised below.

Councillor Kemp stated that she was pleased that the arrangements were working well and asked if there were ways in which Councillors could provide further support to the service, especially in relation to Mental Health issues. Michael Deakin commented that Councillors could refer individuals to Shelter and assist them by writing letters of support. Information leaflets were also available that Councillors could pass on to their constituents.

The Panel received an update from Sam Nurse from the Money Advice Hub, as attached.

The Chair thanked Sam Nurse for her presentation and invited questions and comments from the Panel, as summarised below.

Councillor Bullen asked about educating individuals around debt and if the Money Advice Hub engaged with schools. Sam Nurse commented that they were currently sponsoring a competition at the College of West Anglia to assist students with building an app which had financial capability. The Partnerships and Funding Officer explained that previously the Panel had raised concerns about education and subsequently this was included in the 2019 tender. She explained that the Money Advice Hub provides this service.

Councillor Bambridge provided Sam Nurse with details of a West Norfolk Carers Conference which she thought would be beneficial for her to attend to provide advice.

**RESOLVED:** The updates were noted.

EC83: **WEST NORFOLK WINS UPDATE**

The Partnership and Funding Officer provided the Panel with an update on West Norfolk Wins Lottery. She explained that the first draw had taken place on 26<sup>th</sup> May 2018. Tickets were £1 and purchases needed to be pre-planned as tickets could be purchased in 1, 3 6 or 12 month blocks. Winners were notified via email and winnings were paid directly back into their account.

Players selected a good cause which would receive 50p from every £1 ticket sale. 10p from each sale would also go to the West Norfolk Wins Community Fund. 20p from each sale would go into the prize fund, 17p would go to the lottery provider and 3p was VAT.

The Partnership and Funding Officer highlighted the following:

- Good causes had to meet eligibility criteria and pass due diligence checks.
- £47,000 had been raised so far for good causes
- £20,277 had gone into the West Norfolk Wins Community Fund which was distributed through the financial assistance scheme.
- Prizes won so far were; 238 of £25, 20 of £250, 2 of £2,000, over 2000 sets of three free tickets and one jackpot of £25,000.
- Top performing causes had raised nearly £14,000 between six of them, for very little effort.
- The Council has to hold a Gambling Commission licence plus a Lotteries Council licence and from 14<sup>th</sup> April 2020 the Lottery could no longer accept payment by credit card for remote lottery games.
- The Communications team had worked hard to promote the Lottery.

West Norfolk Wins could be accessed at [www.westnorfolkwins.co.uk](http://www.westnorfolkwins.co.uk)

**RESOLVED:** The update was noted.

EC84: **CLIMATE CHANGE CARBON AUDIT AND TREE PLANTING**

Officers presented the report as included in the Agenda and gave a presentation to Members.

The Climate Change Officer presented the Carbon Audit data. He explained that the previous audit had been carried out in 2014/2015

and that the emissions had been categorised into three scopes, all of which had decreased in the current audit.

The Environmental Health Manager outlined the work plan, which included creation of a Climate Change Policy, Strategy and Implementation Plan. He also highlighted the other work being carried out to deal with Climate Change which was contained in part 2.4 of the report and included looking at working with Norfolk County Council, tree planting and joint projects.

The report also provided detail of the internal groups set up by the Borough Council and looked at issues such as housing standards, new builds, technology and the Council's vehicle fleet.

The Environmental Health Manager explained that, with regard to the vehicle fleet, electric vehicles would be looked at however there were presently limited options that had the range available to service the whole of the Borough.

The Panel was informed that the Re-fit project was ongoing and all lights at King's Court had been replaced. All Council facilities would be looked at to see what could be done to make them more efficient.

The Arboricultural Officer provided an update on the recent tree planting project at King's Reach. He explained that it was a community event with lots of people attending and good feedback being received. Options for future projects such as Street Trees for King's Lynn and community planting were being looked at.

The Chair thanked officers for their report and invited questions and comments from the Panel, as summarised below.

In response to a question from Councillor Bullen, the Arboricultural Officer explained that the trees used for the King's Reach project were all species that were native to the UK and were suitable for the type of soil. The trees had been purchased from the Woodland Trust using donations from the Churches Together project.

In response to a question from Councillor Bambridge it was explained that approximately 500 trees had been planted at King's Reach. The Portfolio Holder for Environment, Councillor Devereux commented that the Ken Hill Estate was looking at a re-wilding project and the Borough Council would also look at other opportunities for re-wilding projects as appropriate.

It was also confirmed that parcels of land all over West Norfolk were being considered.

Councillor Ryves addressed the Panel under Standing Order 34. He asked for details of the cost of tree planting and ongoing maintenance costs. The Arboricultural Officer explained that there would be minimal

maintenance costs for the King's Reach area for the first fifteen to twenty years and then future spend would need to be considered. The Environmental Health Manager explained that projects would be looked at on a case by case basis and in the future work could be carried out with landowners and Parish Councils who may wish to carry out their own projects.

Councillor Squire asked if any council owned sites had been identified for future planting and it was explained that no specific sites had been decided at the moment, but options were being explored. She also asked if there was an environmentally friendly alternative for plastic tree guards and it was explained that monitoring of the site helped to ensure that tree guards remained in place and once they were no longer required at the site they would be reused elsewhere.

Councillor Squire asked if the Council could work with schools on tree planting projects and the Environmental Health Manager explained that this was something that could be looked at in the future.

Councillor de Whalley asked if the Climate Change Policy would be made available for public consultation and it was explained that the Policy would go through the normal decision making process and it would be for Members to determine the amount of consultation required.

Councillor de Whalley also asked if anything was being done to discourage Muntjac Deer as they were an invasive species and it was explained that it was difficult to discourage them from areas.

In response to a further question from Councillor de Whalley, it was explained that urban tree planting was being looked at as part of the Street Trees for Lynn project. With regard to urban trees, the surrounding conditions would be looked at, and trees which were more suited to hostile conditions would be used as appropriate.

The Climate Change Officer responded to questions relating to the ICT footprint and he explained that virtualised data would have a reduction in Borough Council emissions as servers would not need to be cooled etc, but it was difficult to quantify the footprint, however it would be something that he would look into further.

In response to a question from Councillor Bubb, it was explained that the soil at King's Reach was moist, so it was hoped that it could be naturally sustainable, however the area could be watered if required.

Councillor Bullen referred to Scope 2 and asked if external forces had caused a reduction in emissions. The Climate Change Officer explained National Grid Greening had made a difference, along with the installation of solar panels. The ongoing re-fit project would also continue to make a difference.

Councillor Lesley Bambridge asked if, when officers met with the Environment Agency, they could suggest tree planting along river banks, which could help with erosion rates.

Councillor Kemp asked if the Climate Change Policy would link with the Transport Plan and if it would include looking at aspects such as remote working and staff travel. The Environmental Health Manager explained that lots of options would be looked at, but the first stage was to look at the Borough Council emissions, before work on the district was carried out.

**RESOLVED:** The Panel to be kept up to date on progress.

EC85: **WORK PROGRAMME AND FORWARD DECISION LIST**

The Chair explained that at the next Panel meeting the Panel would be considering their Work Programme for the 2020/2021 Municipal Year. Members of the Panel were encouraged to come up with suggestions for items for inclusion in the Work Programme.

Councillor Collop asked when the Alive West Norfolk update would be forthcoming and it was explained that this would be scheduled for June/July 2020.

**RESOLVED:** The Panel's Work Programme was noted.

EC86: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Wednesday 22<sup>nd</sup> April 2020 at 6.00pm in the Council Chamber, Town Hall.

EC87: **REPORTS FOR NOTING PURPOSES**

The Chair thanked those Members who had provided update reports on the work of Outside Bodies which they were appointed to.

Councillor Lesley Bambridge referred to her report regarding the Disabilities Champion Update. She stated that it was a demanding role and she had been in contact with lots of organisations to gain knowledge and come up with networking ideas.

**The meeting closed at 7.43 pm**

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Environment and Community Panel		
DATE:	2 June 2020		
TITLE:	Corporate Performance Monitoring Q3 2019-20		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Ged Greaves		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
<p>The corporate performance monitoring report is in place to monitor progress against agreed performance indicators for the year. The report contains information on the corporate performance monitoring undertaken during Q3 2019-20.</p>
<b>KEY ISSUES:</b>
<p>Performance indicators for 2019-20 have been agreed by Portfolio Holders and Executive Directors as the key performance measures for the year; they cover all directorates. These indicators are reported quarterly to the Corporate Performance Panel.</p> <p>This monitoring report highlights specific performance issues; where indicators have not met agreed targets they are drawn out into an action report, which provides additional detail on what actions are being taken to correct performance that has a variance to target.</p> <p>The Q3 2019-20 monitoring report shows that of the 21 indicators, 4 targets have been met and performance has improved against target for 5 of the indicators.</p>
<b>OPTIONS CONSIDERED:</b>
<p>Not applicable.</p>
<b>RECOMMENDATIONS:</b>
<p>The Panel is asked to</p> <ul style="list-style-type: none"> <li>i. Review the performance monitoring report</li> <li>ii. Agree the actions outlined in the Action Report.</li> </ul>
<b>REASONS FOR RECOMMENDATIONS:</b>
<p>To demonstrate that the Council monitors and puts in place appropriate actions to correct performance that has a variance to the set target, to assist us in meeting our statutory duty to try and secure continuous improvement.</p>

## 1. Introduction

- 1.1 The council's performance management framework includes quarterly monitoring and reporting of performance. Each quarterly performance report is presented to the Corporate Performance Panel and made available to all councillors and portfolio holders for information on the council's intranet, Insite.
- 1.2 Corporately there are 54 performance indicators for 2019-20 and these have been agreed by portfolio holders and executive directors as the key performance measures for the year. Of this 54, 21 relate to the Environment and Community Panel's remit and these are reported in full in the performance monitoring report – Q3 2019-20.
- 1.3 Exception reporting is used whereby those indicators that have not met their target are drawn out into an action report. This report focuses attention on adverse performance. In addition to the notes shown on the full report, senior managers provide information on the actions being taken to bring performance in line or reasons why this cannot happen.
- 1.4 Indicators and targets are agreed by portfolio holders and executive directors. As part of its work programme, the panel may wish to consider the indicators within its remit and make recommendations regarding future performance measures and targets.

## 2. Monitoring Report - Key points from the Q3 2019-20 performance monitoring report

- 2.1 The following tables summarise the council's current performance levels, comparing performance to the previous quarters.

		Number of indicators				Indicator
		Full Year 2018-19	Q1 2019-20	Q2 2019-20	Q3 2019-20	
Performance has improved		7	3	4	5	HS 14 EV 1,2,4,5
Performance has not improved		3	3	5	4	HS 2,10,15 EV 3
Performance has met and continues to meet target		0	0	0	0	
Other: • new indicator • monitor only		4	13	12	12	HS 1,3,4,5, 6,7,8,9,11, 12,13 EV 6
Total number of indicators		14	19	21	21	

		Number of indicators				Indicator
		Full Year 2018-19	Q1 2019-20	Q2 2019-20	Q3 2019-20	
Performance target met		7	5	3	4	HS 10,14 EV 1,5
Performance target not met		3	4	6	5	HS 1,11, 12,13,15
Other: • no quarterly target • monitor only		4	10	12	12	HS 2,3,4,5, 6,7,8,9 EV 2,3,4,6
Total number of indicators		14	19	21	21	

### **3. Issues for the Panel to Consider**

Members should review the attached analysis of achievement of the agreed performance indicators for the year. The Action Report should then be reviewed to ensure areas which have not met target are appropriately addressed.

### **4. Corporate Priorities**

Performance indicators are developed to monitor key activities many of which directly underpin the achievement of the council's Corporate Business Plan.

### **5. Financial Implications**

None

### **6. Any other Implications/Risks**

None

### **7. Equal Opportunity Considerations**

None

### **8. Consultation**

Management Team, senior officers and portfolio holder

### **9. Conclusion**

Management Team actively monitors this information on a regular basis and uses the information highlighted on the action report to gain an understanding of the reasons for the levels of performance that have been reported. Members should use the report to assess the actions outlined in the action report which the panel is asked to agree.

### **10. Background Papers**

Corporate Business Plan 2015/16 – 2019/20

<b>Status</b>	 Indicator has not met the target	 Indicator has met target	 New 2019-20 indicator
<b>Trends</b>	 The value of this indicator has improved	 The value of this indicator has worsened	 The value of this indicator has not changed

Actions being taken on indicators that have not met target are outlined on the accompanying Action Report

**Housing**

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
HS1	2	% of HMO's inspected in accordance with the programmed inspection regime	Aim to maximise	-	100%	54%			During Q3 Housing Standards operated with reduced resources for various reasons, the limited resources available primarily dealt with new HMO licence applications and priority service requests.
HS2	2	Spend on bed and breakfast accommodation (gross)	Aim to minimise	£45,648	-	£36,814	-		Q2 £20,815
HS3	2	No of households with a homelessness declaration	Aim to minimise	-	-	350	-		Q2 260
HS4	2	No of households prevented from becoming homeless for a minimum of 6 months	Aim to maximise	489	-	23	-		Q2 16
HS5	2	No of households accepted as homeless with a need to be rehoused (Full housing duty)	Aim to minimise	-	-	30	-		Q2 21
HS6	2	% of cases who were offered a prevention and relief duty who remain homeless and are owed no further duty.	Aim to minimise	-	-	43.1%	-		Q2 27%
HS7	2	No of rough sleepers	Aim to minimise	5	-	0	-		Q2 22
HS8	2	No in temporary accommodation - bed and breakfast	Aim to minimise	55	-	54	-		Q2 35
HS9	2	No of social housing lettings - against a baseline	Aim to maximise	464	-	421	-		Q2 272
HS10	6	% of Careline alarms installed within 10 days from date of enquiry	Aim to maximise	93.8%	90.0%	90.3%			638 alarm units installed and 576 within 10 days

# Performance Monitoring Q3 2019-20

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
HS11	6	Time taken (in weeks) from first contact to completion of work on Disabled Facilities Grant	Aim to minimise	28.0	30.0	48.0			See notes in Action Report.
HS12	6	Time taken (in weeks) from first contact to completion of work on Adapt passported cases with a value under £6,000	Aim to minimise	18.0	25.0	28.0			
HS13	6	Time taken (in weeks) from first contact to completion of work on Adapt grant means-tested cases with a value under £12,000	Aim to minimise	10.4	30.0	33.0			
HS14	1	No of days to process new benefit claims	Aim to minimise	14	17	13			
HS15	1	No of days to process changes of circumstances	Aim to minimise	10	11	12			This indicator has achieved 8.03 days in Q3 compared to 14 days in Q2, the improvement in performance levels has helped to bring the cumulative figure down to 12 days which is only slightly behind the 2019/20 target.

## Environment

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
EV1	3	Average response time for removal of fly-tips (days)	Aim to minimise	1.0	1.0	0.7			
EV2	3	No of fly tipping incidents recorded	Aim to minimise	1,460	-	897	-		Monitor only Q2 650
EV3	3	Total of waste recycled and composted (tonnage)	Aim to maximise	28,068	28,000 annual target	22,118	-		Q2 15,274
EV4	3	No of brown bins in use for composting	Aim to maximise	26,667	27,000 annual target	26,949	-		Q2 25,226
EV5	3	Premises rated 3 or above in accordance with the food hygiene rating system	Aim to maximise	96.3%	95.0%	97.3%			
EV6	3	% of food interventions achieved	Aim to maximise	-	80.0%	-	-		Annual monitoring

# Performance Monitoring Action Report Q3 2019-20

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



This report highlights indicators that have not met target for Q3 2019-20 and is a supporting document to the Performance Monitoring Q3 2019-20 report. Comments / actions are recorded to help evidence performance management undertaken by the Council.

<b>Status</b>		This indicator has not met the target.
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## Performance Indicators Q3 2019-20

Ref	Name	2019/20 Target	Q3 2019/20 cumulative performance	Q3 2019/20 (Oct-Dec) performance	Status	Notes	Actions
HS1	% of HMO's inspected in accordance with the programmed inspection regime	100.00%	54.00%	60.00%		During Q3 Housing Standards operated with reduced resources for various reasons, the limited resources available primarily dealt with new HMO licence applications and priority service requests.	The seven programmed inspections that were not completed in Q3 have subsequently been reallocated to officers for completion during Q4.
HS11	Time taken (in weeks) from first contact to completion of work on Disabled Facilities Grant	30.0	48.0	29.0		All three indicators have improved in Q3, this will have a positive impact on the 2019/20 cumulative figure. The performance levels achieved during October - December are: HS11 has improved from 57 weeks to 29 weeks HS12 has improved from 30 weeks to 26 weeks HS13 has improved from 33 weeks to 31 weeks	The team are working to reduce the delays by monitoring cases more closely as well as the contractors, but the volume of work this is creating is proving to be a challenge for the team. More DFG/Adapts and in some cases (Priority 1's) are being completed earlier than in the past so there are some positive results being achieved. The Repairs and Adaptions Manager will be attending the Environment and Community Panel in April 2020 to provide an update on the 2019/20 annual performance for these three indicators.
HS12	Time taken (in weeks) from first contact to completion of work on Adapt passported cases with a value under £6,000	25.0	28.0	26.0			
HS13	Time taken (in weeks) from first contact to completion of work on Adapt grant means-tested cases with a value under £12,000	30.0	33.0	31.0			
HS15	No of days to process changes of circumstances	11	12	8		This indicator has achieved 8.03 days in Q3 compared to 14 days in Q2, the improvement in performance levels has helped to bring the cumulative figure down to 12 days which is only slightly behind the 2019/20 target.	The indicator is monitored against an annual target which the service manager anticipates will be met at year end.

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
21 April 2020						
	KLIC – Building Management	Non	Cabinet	Business Development Asst – Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
16	Future High Streets – Stage 2 bid for funding	Key	Cabinet	Business Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
16 June 2020						
	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Standing Orders Review	Non	Council	Leader Chief Executive		Public

	Climate Change Policy	Non	Council	Exec Dir – G Hall		Public
	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
17	Parkway	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Anti Money Laundering	Non	Cabinet	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
4 August 2020						
	Major Housing Project 2	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Asst Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir – M Henry		Public
	Salters Road, King's Lynn	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

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<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
22 September 2020						
	Lynnsport one	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

## ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2020/2021

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
<b>2<sup>nd</sup> June 2020</b>	Officer update on the current situation and the impact this will have on the Panel Work Programme.	Update		
	Carried forward from April Meeting - Quarter 3 2019/2020 Corporate Performance Monitoring.	Performance Monitoring	Ged Greaves	
<b>14<sup>th</sup> July 2020</b>	Air Quality Annual Monitoring	Monitoring	Dave Robson	To receive the annual update
	Alive West Norfolk Update	Update	Chief Operating Officer – Alive West Norfolk	As requested by the Panel.
<b>8<sup>th</sup> September 2020</b>				
	Climate Change Policy	Policy Development	Dave Robson, Henry Saunders and Ged Greaves	To consider the draft Policy
<b>20<sup>th</sup> October 2020</b>	Annual Update on the Homelessness and Rough Sleeper Action Plan and Work of the Task Group	Update	Duncan Hall	Last update presented to the Panel in October 2019
<b>8<sup>th</sup> December 2020</b>				
<b>26<sup>th</sup> January 2021</b>				
<b>9<sup>th</sup> March 2021</b>				

20 <sup>th</sup> April 2021				
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**To be scheduled**

- Shop mobility
- Climate Change impact assessed against new Policies
- Update on the Docks
- Review of Chinese Lanterns and mass balloon releases Policy and NCC Balloon and Lantern Release Charter.
- Prevent and County Lines – last update presented to the Panel in October 19, next update due October 2020.
- Youth West Project. Last went to Panel in July 2018.
- Update on the ‘Keeping Seals Safe from Flying Rings’ Campaign – as required.
- Nominations to Outside Bodies and Appointments to Task Groups and Informal Working Groups – to be added to the Work Programme after an Annual Council Meeting has been held.
- Sustainability Transformation Plan – Update from the CCG
- Contaminated Land Strategy Review
- Gayton Road Cemetery